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FACT SHEET

AIR RESERVE PERSONNEL CENTER

2001 reserve pay for one drill period

Reserve and Guardmembers received a 3.7 percent increase in their reserve drill pay Jan. 1.

GRADE	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
Commissioned officers															
O-10	283.96	293.95	293.95	293.95	293.95	305.23	305.23	322.14	322.14	345.20	345.20	368.31	370.13	377.82	391.24
O-9	251.67	258.26	263.76	263.76	263.76	270.47	270.47	281.72	281.72	305.23	305.23	322.14	326.78	333.49	345.20
O-8	227.94	235.41	240.35	241.74	247.91	258.26	260.66	270.47	273.29	281.72	293.95	305.23	312.76	312.76	312.76
O-7	189.41	202.28	202.28	203.75	211.36	217.15	223.85	230.53	237.23	258.26	276.03	276.03	276.03	276.03	277.42
O-6	140.38	154.22	164.34	164.34	164.97	172.03	172.97	172.97	178.69	200.18	210.38	220.58	226.38	232.26	243.66
O-5	112.29	131.83	140.96	142.68	148.35	148.35	152.81	161.06	171.86	182.72	187.90	193.01	198.82	198.82	198.82
O-4	94.64	115.24	122.93	124.65	131.78	137.59	146.99	154.31	159.39	164.50	166.22	166.22	166.22	166.22	166.22
O-3	87.94	99.70	107.60	116.31	121.88	127.99	133.09	139.66	143.07	143.07	143.07	143.07	143.07	143.07	143.07
O-2	76.70	87.36	100.62	104.01	106.16	106.16	106.16	106.16	106.16	106.16	106.16	106.16	106.16	106.16	106.16
O-1	66.59	69.30	83.76	83.76	83.76	83.76	83.76	83.76	83.76	83.76	83.76	83.76	83.76	83.76	83.76
Officers with more than four years of active duty service as enlisted															
O-3E	116.31	116.31	116.31	116.31	121.88	127.99	133.09	139.66	145.19	148.35	152.68	152.68	152.68	152.68	152.68
O-2E	104.01	104.01	104.01	104.01	106.16	109.53	115.24	119.65	122.93	122.93	122.93	122.93	122.93	122.93	122.93
O-1E	83.76	83.76	83.76	83.76	89.47	92.77	96.14	99.47	104.01	104.01	104.01	104.01	104.01	104.01	104.01
Enlisted															
E-9	104.23	104.23	104.23	104.23	104.23	104.23	104.23	106.58	109.57	113.08	116.60	120.06	124.76	129.42	135.36
E-8	87.40	87.40	87.40	87.40	87.40	87.40	89.93	92.28	95.11	98.17	101.37	104.60	109.27	113.91	120.42
E-7	61.04	66.64	69.17	71.66	74.24	76.77	79.30	81.83	84.32	86.90	89.46	91.96	96.36	101.15	108.35
E-6	52.50	58.01	60.58	63.06	65.65	68.20	70.76	73.23	75.75	77.59	78.93	78.93	79.01	79.01	79.01
E-5	46.06	51.64	54.13	56.70	59.26	61.86	64.35	66.93	66.93	66.93	66.93	66.93	66.93	66.93	66.93
E-4	42.96	47.46	50.02	52.54	55.10	55.10	55.10	55.10	55.10	55.10	55.10	55.10	55.10	55.10	55.10
E-3	40.49	43.57	46.12	46.18	46.18	46.18	46.18	46.18	46.18	46.18	46.18	46.18	46.18	46.18	46.18
E-2	38.97	38.97	38.97	38.97	38.97	38.97	38.97	38.97	38.97	38.97	38.97	38.97	38.97	38.97	38.97
E-1 >4	34.76	34.76	34.76	34.76	34.76	34.76	34.76	34.76	34.76	34.76	34.76	34.76	34.76	34.76	34.76
E-1 <4	32.16														

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ARPC's Web site is at <http://www.arpc.org>

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Officer promotions

Each year approximately 8,000 Guard and Reserve officers are considered for promotion by central selection boards held at the Air Reserve Personnel Center.

There is no secret to success that ensures selection. However, officers have almost total control over the factors that contribute to selection or non-selection. To maximize their chances for promotion, officers should understand what a selection board is tasked to do and the tools that are available to accomplish the task.

The promotion selection board

A selection board identifies officers who have demonstrated the potential to serve successfully in the next higher grade. To determine an officer's potential, the board is instructed to evaluate each of the eligible officers using the whole-person concept. The whole-person concept considers an officer's demonstrated performance, breadth of experience, job responsibility, professional competence or job knowledge, specific achievements, formal education, professional military education, leadership, and Guard/Reserve participation.

A board member's assessment of potential is based solely on information documented in the officer selection folder. Air Force Instruction 36-2504, *Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force*, specifies the documents authorized in the file.

Board members evaluate officer performance reports and training reports, citations and/or orders for approved decorations, point summaries, a computer-generated selection brief, the Promotion Recommendation Forms (for lieutenant colonel and colonel promotion boards and all position vacancy boards), and a letter to the board president if one is submitted. All courts-martial convictions are filed in the officer selection folder for review. Other derogatory information, such as letters of reprimand and Article 15 actions, are also reviewed by the board if placed in the selection folder by the officer's commander. Not-qualified-for-promotion recommendations may also be reviewed by the board if submitted by the senior rater.

Process demands high standards

There should be no doubt that the promotion process demands high standards and a fair and equitable review. Records must clearly demonstrate to the board that the officers are fully qualified to handle the responsibilities of the next higher grade. However, only the best qualified officers are selected for promotion.

The Secretary of the Air Force sets a quota for each grade. Members of the Air National Guard and Air Force Reserve compete in separate categories with separate quotas. The

quotas are based on the needs of the ANG and USAFR and cannot be exceeded. This limits the number of officers that can be promoted.

Therefore, to compete, officers must be among the very best and must clearly demonstrate the potential to perform successfully in the next higher grade.

Proven performers in demand

The importance of a strong, consistent pattern of performance, appropriately documented in the selection folder, cannot be overemphasized. The proven performer is in demand for the most responsible jobs, and breadth of experience is enhanced by the jobs held. Rating officials, and those in the chain of command, must document the officer's efforts and recognize successes and/or deficiencies. Beyond that point, potential promotees control each of the whole-person factors.

They must demonstrate the initiative and build the record necessary to show they can serve successfully in the next higher grade. PME is available to increase knowledge and understanding of the Air Force and its role in world affairs. Academic education further increases potential in the Air Force.

Leadership roles in professional and civic organizations enhance leadership skills and demonstrate ability to handle increased responsibility. Active participation in Guard/Reserve activities shows dedication. If there is pertinent information missing from a selection folder, a letter to the board president highlighting the activity may be appropriate.

Invest time in your career

Officers should know when they are eligible to meet their next promotion board. Officers meeting the FY01 Central Promotion Selection Boards must meet eligibility requirements to include date of rank and years of service. This information is available at www.arpc.org/promo/tig-tys.htm.

Officers should take the time and invest the effort to carefully review their record and officer pre-selection brief. If information is missing or is in error, officers should ensure the required changes are made. Next, if appropriate, they should write a meaningful one-page letter to the board president.

Members who would like to know what factors the boards reviewed and how they stacked up for the most recent selection boards, can visit the ARPC Web site at www.arpc.org/promo/promotion.htm. Once there, simply select the fact sheet for the appropriate grade.

Preparation for promotion should begin today rather than right before the board convenes.



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AIR RESERVE PERSONNEL CENTER

Officer performance reports

Officer performance reports are due annually or upon change of rater. OPRs may also be required when directed by Headquarters Air Force or the member's commander. The table below shows when reports are required.

About 60 days before the closeout date, the servicing military personnel flight notifies the officer's rater that an OPR is due. Officers should contact their rater to ensure he or she is accomplishing the OPR and to provide input if requested. Once the report is completed and filed in the Unit Personnel Record Group, unit Reservists, Air National Guard and Active Guard and Reserve officers may request a copy of their report from their servicing MPF. IMAs may request a copy of their report from the HQ ARPC Customer Service Branch at (800) 525-0102, Ext. 71388, e-mail arpc.dpssadl@arpc.denver.af.mil for Social Security numbers ending 00-49, or e-mail arpc.dpssbdl@arpc.denver.af.mil for Social Security numbers ending in 50-99.

Performance reports are critical to the promotion process. Therefore, officers should ensure that their record is accurate. Officers eligible for promotion should review their officer pre-selection brief and take action to ensure their current OPR is in their officer selection record before the board convenes.

OPRs should be filed in the officer selection record within 90 days after the closeout date. If an OPR is not received within 18 months of the report closeout date the record is "gapped." This simply means that an Air Force Form 77, *Supplemental Evaluation Sheet*, is filed in the record in place of the missing or overdue OPR. HQ ARPC notifies members prior to placing the AF Form 77 in their record. A gap in a record means no record of performance for that period is available for promotion or selection board review. This form becomes a matter of record and is not removed unless approved through proper administrative channels.

Officers should seek approval from their commander prior to training at any unit other than their unit of assignment or attachment. This increases the chances of their report being submitted on time and prevents future problems such as gapping.

Any questions regarding a rater or the status of a report should be directed to the member's servicing MPF. IMAs may direct questions to HQ ARPC/DPBR2 at (303) 676-7475, (800) 525-0102, Ext. 71240, DSN 926-7475, or e-mail arpc.dpbr2dl@arpc.denver.af.mil.

For more information visit the ARPC Web site at www.arpc.org/promo/opr.htm.

Category	Minimum requirements		
	Annual	Change of rating official	Headquarters Air Force or commander directed
IMAs	12 points	12 points	None
Unit reservists	16 points and 180 days of supervision	16 points and 180 days of supervision	None
Air National Guard	120 days of supervision	120 days of supervision	None
Active Guard/Reserve	120 days of supervision	120 days of supervision	None

For the most current officer promotion information, contact HQ ARPC/DPBR2 at www.arpc.org/promo/opr.htm; e-mail arpc.dpbr2dl@arpc.denver.af.mil; 6760 E. Irvington Pl. #2000, Denver CO 80280-2000; (303) 676-6340; (800) 525-0102, Ext. 71221; or DSN 926-6340.

(Current as of December 2000)

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Officer professional military education

The courses listed on pages 4 and 5 are open to all eligible Guard and Reserve officers. However, the selection process for each component differs. The Air Force Reserve Central School Selection Board is conducted annually at the Air Reserve Personnel Center. This board selects unit Reserve and individual mobilization augmentee officers to attend the in-residence PME courses listed on this page. Selection for short courses listed on page 5 are made by the respective Reserve components (e.g., IMAs at ARPC, unit Reservists at Headquarters Air Force Reserve Command, etc.) Correspondence courses are available to Reserve officers at the point in their career when they need to complete a particular course. Guard officers can check with their local education services section on the availability of courses.

Professional military education is probably the single most important requirement to enhance an Air Force career. Reservists should give serious consideration to completing PME as soon as they are eligible. There are resident slots available for reservists. Most reservists, however, elect to complete PME by seminar or correspondence course.

Methods of completion

○ Squadron Officer School

In-residence - Five weeks at Maxwell Air Force Base, Ala. **Eligibility:** Captain select or captain with fewer than 11 years of total federal commissioned service; **Clearance:** Secret. Must be medically capable of participating in physical conditioning and field leadership programs. **Highlights:** Applications accepted year round (board held approximately 45 days before class start, board members view selection folders and applications looking for whole-person concept, selectees/nonselectees are notified), seven classes per year.

Correspondence (Course 00024A-D/00025A-D) - Four units of study materials; book-based or CD ROM version; no transfer credit granted between versions. **Eligibility:** Captain and above.

○ Air Command and Staff College

In-residence - 10 months at Maxwell AFB, Ala., August-June. **Eligibility:** Major select with less than 18 years TFCS; **Clearance:** Top Secret/SCI. **High-**

lights: Applications due to ARPC from program manager by Sept. 15 for December board (photos required).

Correspondence (Course 00037A-D) - Four units of study materials on CD ROM (correspondence or seminar); seminar group study with CD-ROM in a classroom environment or cyberspace; **Eligibility:** Major select and above.

○ Air War College

In-residence - 10 months at Maxwell AFB, Ala., August-June. **Eligibility:** Lieutenant colonel select through colonel with less than 26 years TFCS at class entry. **Clearance:** Top Secret/SCI. **Highlights:** Applications due to ARPC from the program manager by Sept. 15 for December board (photos required).

Correspondence (Course 00042A-D) - Four units of study materials; seminar program completion limited to 10 months; enrollment by application, Maxwell AFB, Ala., Form 53; **Eligibility:** Lieutenant colonel select and above.

The following courses are available to officers as extra in-residence PME courses. For promotion board purposes, however, only the Air War College is reflected on the officer's record. Those who would like to attend must submit an application package to HQ ARPC through their program manager by Sept. 15 for submission to the December board. Photos are required.

○ **Army War College** - 10 months at Carlisle Barracks, Pa., August-June. **Eligibility:** Lieutenant colonel select through colonel; **Clearance:** Top Secret/SCI

○ **Naval War College** - 10 months at Newport, R.I., August-June. **Eligibility:** Lieutenant colonel select through colonel; **Clearance:** Top Secret

○ **National War College** - 10 months Fort McNair, Washington, D.C., August-June. **Eligibility:** Lieutenant colonel select through colonel; **Clearance:** Top Secret/SCI

○ **Industrial College of the Armed Forces** - 10 months at Fort McNair, Washington, D.C., August-June. **Eligibility:** Lieutenant colonel select through colonel; **Clearance:** Top Secret/SCI

Questions concerning in-resident PME or in-resident short courses can be directed to HQ ARPC/DPAT at (303) 676-6396; (800) 525-0102, Ext. 330; DSN 926-6396; e-mail arpc.dpatdl@arpc.denver.af.mil; or web site www.arpc.org/director/da/dat/miltrngmain.htm. IMAs can order ECI correspondence courses from (303) 676-6396; (800) 525-0102, Ext. 71330; DSN 926-6396; e-mail delaina.hull@arpc.denver.af.mil; or web site www.arpc.org/director/da/dat/miltrngmain.htm. (Current as of December 2000)



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Officer short courses

(Note: Not a substitute for PME)

1. Naval War College Adjunct Courses - two weeks, September, January and May. **Eligibility:** Major through colonel; **Clearance:** Secret; **Highlights:** Application meets boards in March and August (No photo required, board members view selection folder and applications looking for whole-person concept, selectees/nonselectees are notified)

** The prospective student must complete studies before each of the following classes, including an essay of acceptable academic quality. Final selection made by Naval War College.*

•**Joint Military Operations** -12 days, September. **Eligibility:** Major through colonel; **Clearance:** Secret; **Highlights:** Concentration on Joint Operations at strategic and operational theater levels incorporating concepts from history, strategy, logic and operational experience. Preference is given to students with operations backgrounds.

•**National Security Decision Making** - 12 days, Janu-

ary-February. **Eligibility:** Major through colonel; **Clearance:** Secret; **Highlights:** Focus is on the process for structuring future U.S. military forces. Contributes to student's capability to perform and communicate effectively as a senior decision-maker or staff member in the national security decision-making structure.

•**Strategy and Policy** - 12 days, May. **Eligibility:** Major through colonel; **Clearance:** Secret; **Highlights:** Centers on the analytical study of war. Study of the complex interactions between a nation's political interests and goals and the way military force has been and may be used to serve those interests and goals.

2. Reserve Components National Security Course - two weeks, February, July. **Eligibility:** Lieutenant colonel select through colonel; **Clearance:** Secret; **Highlights:** Application meets boards in March and June (No photo required, board members view selection folder and applications looking for whole-person concept, selectees/nonselectees are notified).

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Individual reservist NCO promotions

Air Force Instruction 36-2502, *Airman Promotion System, Part Two*, applies to Reserve Airmen, but does not apply to the Air National Guard. Please refer to AFI 36-2502 for the most recent guidance or check the ARPC Web site at www.arpc.org for late breaking news. The information below applies to individual reservists. Traditional reservists and Air National Guard members should check with their servicing military personnel flight.

There are two ways enlisted promotions are made:

- Unit vacancy (all reservists), or
- One grade over the authorized position grade (to technical sergeant and master sergeant for individual mobilization augmentees and participating Ready Reservists).

Important factors

The unit commander's recommendation and the promotion authority's approval are key when occupying a higher graded position.

Members eligible for promotion to staff sergeant through master sergeant need to complete their professional military education requirements to be promoted.

A staff sergeant with 12 satisfactory years of service or a technical sergeant with 20 satisfactory years meeting all other eligibility criteria (except for occupying the higher graded position) can be recommended for a one-grade-over promotion.

To be considered for promotion, members must be eligible to train and must accrue points toward retirement. Members in a non-pay program are only eligible for promotion through master sergeant and must accrue at least 50 points during their retention/retirement year.

Promotion cycle

Throughout the Reserve, enlisted promotions are made

on the first day of January, March, May, July, September and November. Two months before each promotion month an eligibility roster is generated identifying members eligible for promotion during that cycle.

IMA promotion procedures

The ARPC enlisted promotion manager in the Promotions Eligibility Division, or ARPC/DPBA, sends the promotion eligibility roster to the servicing MPF of the member's assigned unit. The MPF verifies eligibility and forwards the roster to the unit commander and/or central manager who reviews the roster and lines through the names of individuals not recommended for promotion.

For members attached to a different unit, the commander contacts the commander of the unit of attachment for a recommendation. The annotated roster is returned to the MPF who sends the roster to the appropriate promotion authority (AFI 36-2502, Table 4.1). The promotion authority considers the commander's recommendation and makes a final determination. The roster then goes to ARPC/DPBA for processing.

There is a chance promotion-eligible members will not appear on the eligibility roster. This could happen if the event making the member eligible (such as completing PME, assignment to a higher-graded position, etc.) is not in the system. The commander can verify their eligibility and add their names to the roster forwarded to the final approval authority with the documentation verifying eligibility.

Promotions are effective on the first day of the promotion month (January, March, etc.). Promotion lists are posted on the ARPC Web site no later than the 10th day of each promotion month. Notification of promotion selection or non-selection is the responsibility of the unit commander and/or program manager.



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Enlisted performance reports

Enlisted performance reports are typically due biennially for IMAs and unit assigned reservists, staff sergeant and above. They may also be required when directed by Headquarters Air Force or the member's commander. Reports may be required when there is a change of reporting official as long as the member meets the points and supervision requirements. The table below shows when reports are required.

Category	Minimum Requirements		
	Annual	Biennial	Change of rating official
IMAs	None	16 points	16 points
Unit reservists	None	16 points	16 points
AGR (USAFR)	120 days of supervision	None	120 days of supervision
ANG members	N/A	N/A	N/A

About 90 days before the closeout date, the servicing military personnel flight notifies the member's rater that a report is due. Ratees should contact their rater to ensure that he or she is accomplishing an EPR and to provide information if requested.

EPRs are filed in the Unit Personnel Record Group at the servicing MPF 60 days after the closeout date. Once the report is completed and filed in the UPRG, unit reservists and AGR members may request a copy of their report from their servicing MPF. IMAs may request a copy of their report from HQ ARPC Customer Service Branch at (800) 525-0102, Ext. 71388, e-mail arpc.dpssadl@arpc.denver.af.mil for SSNs ending 00-49, or e-mail arpc.dpssbdl@arpc.denver.af.mil for SSNs ending in 50-99.

If an EPR is not submitted within 18 months of the closeout date the record is "gapped." This simply means an Air Force Form 77, *Supplemental Evaluation Sheet*, is filed in the record in place of the missing report. The AF Form 77 becomes a matter of record and is not removed, unless approved through proper administrative channels.

Any questions regarding a rater or the status of a report should be directed to the member's servicing MPF. IMAs may address other questions to HQARPC/DPBR2 at (303) 676-7475, (800) 525-0102, Ext. 71340, DSN 926-7475, or e-mail arpc.dpbr2dl@arpc.denver.af.mil.

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AIR RESERVE PERSONNEL CENTER

Enlisted professional military education

Enlisted individual mobilization augmentees may complete all professional military education via correspondence; however, in-residence seats are available by an application process through the Air Reserve Personnel Center's Military Training Division, ARPC/DPAT. Unit reservists and Air National Guard members should contact their base education office for more information.

○ Airman Leadership School

In-Residence - Four weeks, various locations. **Eligibility:** Senior airman with four years of service. **Highlights:** Mandatory for promotion to staff sergeant. Unit of attachment supervisor obtains quota; program manager approves tour using AF Form 1289.

Correspondence (Course 0001) - Two units of study materials; book-based version. **Eligibility:** Senior airman. **Highlights:** Mandatory for promotion to staff sergeant.

○ Noncommissioned Officer Academy

In-Residence - Six weeks, various locations. **Eligibility:** Staff sergeant or technical sergeant with eight

years in service. **Highlights:** Mandatory for promotion to master sergeant, program manager approves tour using AF Form 1289.

Correspondence (Course 00006D/00006E) - Two units of study materials; book-based version. **Eligibility:** Staff sergeant or technical sergeant. **Highlights:** Mandatory for promotion to master sergeant.

○ Senior NCO Academy

In-Residence - Six weeks, Gunter Annex, Ala., **Eligibility:** Master sergeant. **Highlights:** Mandatory for promotion, board selection in March and August (application with photo must be sent to HQ ARPC/DPAT from the program manager March 1 or Aug. 1, depending upon the board date).

Correspondence (Course 00005A/00008D-00008E) - Two units of study materials; CD ROM or book version, CD ROM version completion limited to one year, and book version completion limited to two years. **Eligibility:** Master sergeant. **Highlights:** Mandatory for promotion to senior master sergeant.

Enlisted Air Force Reserve career path

Basic Military Training School

Air Force specialty code apprentice (3-skill level) technical school

- Airman (six months average sew-on)
- Airman first class (16 months average sew-on)

Upgrade to AFSC journeyman (5-skill level)

- Senior airman (three years average sew-on but no earlier than 28 months)
- May be upgraded as airman first class if supervisor deems member qualified
- Complete three month duty position/apprentice experience before beginning journeyman training (also pertains to retrainees)
- Minimum 12 months on-the-job training
- Minimum six months OJT for retrainee with prior 5-level
- Complete appropriate career development course, if required

Airman Leadership School

- Must be airman 1st class or senior airman with 48 months time in service
- ALS or correspondence course required for staff sergeant
- 30 months time in service required for correspondence course

Trainer

- Must attend the formal Air Force Training course and be appointed by commander
- Trainers must be qualified and certified on tasks to be trained

Upgrade to AFSC craftsman (7-skill level)

- Staff sergeant (4.5 years average sew-on, no earlier than

three years, high year of tenure is 33 years)

- Minimum 18 months of OJT
- Minimum 12 months OJT for retrainee with prior 7-level
- Complete appropriate CDC if required
- Complete advanced (7-skill level) technical school

Certifier

- Staff sergeant with 5-skill level or civilian equivalent
- Attend formal Air Force Certifier Course and be appointed by commander
- Someone other than the trainer (core and critical tasks only)

Noncommissioned Officer Academy

- Must be a staff sergeant or technical sergeant (average sew on for technical sergeant is 8.2 years, no earlier than five years, HYT is 33 years)
- In-resident or correspondence course is a prerequisite to sew on master sergeant (average sew on 13.1 years, no earlier than eight years, HYT is 33 years)

Senior NCO Academy

- Must be master sergeant through chief master sergeant
- In-resident or correspondence is prerequisite to sew on senior master sergeant (average sew on is 18 years, no earlier than 11 years, HYT is 33 years)

Upgrade to superintendent (9-skill level)

- Minimum rank of senior master sergeant
- Must complete SNCOA

Award of chief enlisted manager code

- Chief master sergeant (average sew on is 21.4 years, no earlier than 14 years, HYT is 33 years)
- Have 9-skill level feeder AFSC that is normal input source into CEM Code



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Reserve assignments

The Air Reserve Personnel Center Career Management Division is in the business of providing members and organizations with assignment information.

Regardless of the type of assignment, reservists must have at least 50 points each retention and retirement year to earn a satisfactory year toward retirement. Thirty-five points must be earned and 15 points are awarded for membership. Fiscal year requirements vary by category.

Participants should realize there is not a magic formula for successfully completing a career in the Guard or Reserve and attaining retirement benefits. The responsibility for success lies with the individual.

At ARPC, every effort is made to provide the individual with the knowledge and information necessary to plan and succeed. The elements of success are participation, performance, professional military education, academic education and career planning.

The individual must know the programs available, their training requirements and available positions. They are:

Unit program - Category A

The program most familiar to Guard and Reserve members is the unit program. This program requires one week-end of inactive duty training every month referred to as unit training assembly and two weeks active duty (annual training) both for pay and points each fiscal year. Unit members who complete all required UTAs receive 48 points, one point per four-hour training period, and one point for each day of active duty training and 15 membership points.

IMA program - Category B

□ The individual mobilization augmentee program consists of individual reservists assigned to major commands, field operating agencies, joint organizations, direct reporting units and outside agencies. They train for pay and points primarily with active duty units. Some commands allow training attachments with other units in the member's local area, but this decision is made on a case by case basis by the individual command.

Inactive duty training, or IDT, periods for pay and points are usually performed during the week, one or two days a month, each day worth two IDT points. IDTs can, in some cases, be grouped into larger increments such as five days a month with active duty supervisor concurrence. In addition, a 12-14 day paid active duty training tour is required annually with one point awarded for each day of active duty training. IMAs also receive 15 membership points annually.

Points-only programs - Category E

Points-only programs can help keep a career going while

members look for a paid Guard or Reserve position. In Category E, points earned toward retirement are accumulated in the same manner as in categories A and B. These programs are especially helpful for recently-promoted lieutenant colonels or above who cannot find a Selected Reserve position and must serve satisfactorily in the higher grade for three years to retire at that grade.

Air Force admissions liaison officer: This program is for line officers only. Their job is to inform, counsel and evaluate potential candidates for the Air Force Academy and Air Force Reserve Officer Training Corps programs. Guard and Reserve officers who would like to do more than their normal training may also perform this as an additional duty.

Civil Air Patrol Reserve assistance program: Provides training opportunities for both line officer and enlisted members who serve as advisors to CAP units. Guard and Reserve members who would like to do more than their normal training may perform this as an additional duty.

Chaplain Service program: This program is available for Reserve members (AFSC 52RX and 5R0XX). They may earn non-pay points for retirement by performing non-pay IDT, reading books from selected lists and writing reports, or completing Extension Course Institute courses.

Judge advocate reinforcement designee program: This program is available for Guard and Reserve officers (AFSC 51JX). Members are normally attached to the closest Air Force legal office where their grade and AFSC can be used. Non-pay points for retirement may be earned by performing non-pay IDT or completing ECI courses.

Medical program: This program is available to medical commissioned and enlisted reservists. Members may earn non-pay points performing IDT, and they are attached to an active duty medical treatment facility where their grade and AFSC can be used. Supplementary non-pay points may be earned by completing ECI courses or attending an approved professional meeting.

Ready Reinforcement Personnel Section: This program is available for Guard and Reserve line members, officer and enlisted, when other assignment options are not available or acceptable. Those entering Ready Reinforcement Personnel Section must have an approved training attachment (active duty, Guard or Reserve unit, or DoD agency). Members may be assigned to the RRRPS for up to three years; extensions are granted on a case by case basis. During this time, they can continue to meet their retirement objectives by earning a minimum of 35 non-paid points per year, 16 of which must be IDT or annual tour. They can earn additional points via approved correspondence courses and 15 membership points.

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Reserve categories

Reservists are categorized by type of assignment, Reserve status, military service obligation and laws or directives governing their administration.

The Ready Reserve is made up of about 236,000 trained members subject to recall to active duty to augment the active components in time of war or national emergency.

Of these reservists, about 177,000 are Selected Reserve members in the Air Force Reserve and Air National Guard who train regularly and are paid for their training in unit or individual programs.

In addition, about 58,000 are in the Individual Ready Reserve. Most IRR members are not required to train regularly but are subject to mobilization. A small number of the IRR are in participating programs allowing them to earn points toward retirement.

The president may recall up to 200,000 Ready Reserve members from all Department of Defense components for up to 270 days. The president may also recall up to one million Ready Reserve members from all services for a period not to exceed 24 months. Congress, when declaring a national emergency, may recall all Reserve members including the Ready, Standby and Retired populations.

The Retired Reserve is made up of members with 20 or more years of satisfactory service (active duty and Reserve time, but not 20 years of active service) eligible for retired pay at age 60. They may only be recalled to active duty under the authority of Title 10, U. S. C., Sections 2301(a) (full mobilization) and 12307 for the duration of the operation plus six months.

Most of the 14,550 members in the Standby Reserve do not train and are not assigned to units. They are members who, for a variety of administrative reasons, are not eligible to remain in a Selected Reserve status but are required or choose to remain affiliated with the

Air Force Reserve. This includes the Inactive Status List Reserve Section. There are also a few reservists (less than 50) in a participating section of the active Standby who can earn non-paid points towards retirement.

Categories and training requirements

Category A:

- ☐ All Guard Units
- ☐ Reserve Combat/Combat Sustaining Units

Category B:

- ☐ Individual mobilization augmentees in Reserve Sections MA, MB, ME and MR*
- ☐ IMAs in Reserve Section MC**
- *IDTs required: 48; pay: yes; points: yes; annual training required: 12-14 days**
- **IDTs required: 24; pay: yes; annual training required: 12-14 days**

Category E

- ☐ Medical Participating Individual Ready Reserve*
- ☐ AF Admissions Liaison Officer
- ☐ Chaplain Reinforcement Designees*
- ☐ Civil Air Patrol Reserve Assistance Program
- ☐ Judge Advocate
- ☐ Ready Reinforcement Personnel Section*
- *Points required: 50 (minimum of 16 through IDT); pay: no; points: yes; minimum active duty training required: none**



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Finding new assignments

Assignment and job information is available from a variety of sources.

Internet

The establishment of the Air Force Reserve Command and Air Reserve Personnel Center sites on the Internet makes information on jobs from other sources easy to access.

Active Guard and Reserve tour and Air Reserve Technician listings are available on the AFRC Homepage at **www.afrc.af.mil** under "Information for Reservists and Families," then "Job Opportunities and on the ARPC Web site at **www.arpc.org** under "AGR Job Opportunities."

Individual mobilization augmentee vacancy information is available on the ARPC Web site under "Assignments."

Recruiters

Air National Guard and Air Force Reserve recruiters can help find positions. IMAs can contact the nearest base IMA administrator or HQ ARPC Career Management Division, ARPC/DPAB, for transfer information.

Vacancies are limited so it may not always be possible for members to find just the type of assignment they want. They should ensure the recruiters in their local area are aware of their interest in participating. This grass roots, eye-to-eye contact with the recruiter is most beneficial when a unit has a vacancy.

For a Category A (unit), B (IMA) or E (points only) assignment, members can call the nearest Reserve recruiter at (800) 257-1212, e-mail at **www.afreserve.com**, or contact the IMA Recruiting Liaison Office at 6760 E. Irvington Pl. #9500, Denver CO, 80280-9500, (800) 525-0102, Ext. 71480/81 or DSN 926-7057.

Those looking for IMA O-6 assignments can contact the Office of the Air Force Reserve Directorate of Personnel, or USAF/REP, at (703) 588-6034 or DSN 425-6034 or visit their homepage at **www.re.hq.af.mil/rep/colasg.htm**.

IMA colonels in centrally managed programs (medical, chaplain and legal professions) can obtain assignment information on the ARPC Web site under "Assignments" and then select the appropriate central manager (HC, JA, SG).

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AIR RESERVE PERSONNEL CENTER

Activation of individual reservists

Availability

There are two ways individual reservists can be recalled to active duty -- voluntary and involuntary activation.

□ Voluntary activation - Members' availability to support a contingency is considered as part of the selection criteria. Their commander or commander's representative may call and ask if they are available and willing to be activated. Reservists may also call the Air Reserve Personnel Center Personnel Readiness Division, ARPC/DPAR, at (800) 525-0102, Ext. 71206; DSN 926-7081; or (303) 676-7081 to let them know of their availability, which is then tracked in a database and disseminated to supporting commands.

□ Involuntary activation - Members of the Selected Reserve (individual mobilization augmentees and unit Reservists) must be available to report within 24 hours of notification. All other categories of Reservists (Standby, IRR, Retired Reserve and active duty retirees) have five days to report after notification. For this reason, it is extremely important to maintain accurate addresses and phone numbers with ARPC and, for participating reservists, military supervisors and units of assignment/attachment.

Activation authorities

<i>Title 10 USC</i>	<i>Type</i>	<i>Numbers</i>	<i>Authority</i>
12301(d)	Volunteer	Unspecified	SecAF
12304	PSRC	200,000	president
12302	Partial	1,000,000	president
12301(a)	Full	Unlimited	congress

Notification of activation

Members are notified of activation by one or more of the following methods:

- Telephone call from their commander, commander's representative, major command or central program manager;
- Orders mailed (first class, return receipt requested, overnight, special delivery); or
- Announcement by a government official.

Reservists are given a report-not-later-than date. If they do not receive written orders before the departure date, they are authorized to travel without them. When written orders are received, they confirm the verbal order received over the phone. Copies of written orders are sent to the member's initial duty location, servicing military personnel

flight and the home of record. Reservists must ensure they arrive within the guidelines set forth in the reporting instructions.

Travel by private auto is not authorized unless members live within commuting distance of the unit to which they are activated. Commercial air travel is arranged through a contract travel service established by ARPC. Access to this service is explained upon initial notification. When traveling, members are considered on active duty and are entitled to active duty benefits and privileges. They are also subject to the Uniform Code of Military Justice.

Responsibilities upon involuntary activation

Reservists should:

- Be prepared to travel and report according to either the verbal or written instructions provided. Dependents are not authorized to travel with them under any circumstance.
- In-process through the base MPF personnel readiness unit.
- Be prepared to begin work immediately.
- Have enough money to sustain them and their family until they receive military pay (approximately two weeks).
- Hand carry all certification/accreditation documentation for professional skills and training records.

For reservists living outside the United States

Members who live overseas and report to the continental United States or another overseas location present unique problems. They may be alerted to initiation of activation through the local news media. Members should contact the nearest military installation for confirmation and assistance in arranging travel.

Request for delay or exemption in reporting

A delay is a postponement of not more than 30 days in reporting to active duty. Exemption is the total relief from the order to active duty. Requests for a delay or exemption in reporting to active duty are administered by the MAJCOM program manager's office for MAJCOM-assigned IMAs.

The Air Reserve Personnel Center's Separations Division, ARPC/DPPS, administers requests for IMAs assigned to the chaplain, medical, legal career fields; Air Force Element IMAs; and individual reservists assigned to the Individual Ready Reserve. All requests must meet the requirements established in AF Handbook 10-416, *Personnel Readiness and Mobilization*.

Any member whose situation requires a permanent ex-

Activation continued next page



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Activation of individual reservists (cont.)

emption are reassigned to a nonparticipating status or discharged. Members with a disqualifying medical condition are recommended for discharge.

Mobilization readiness folder

Maintaining the mobilization folder with current data as outlined is one of the best ways to prevent many personnel data problems for members and their family.

The folder should consist of, but is not limited to:

- ☐ Certified copy of their marriage certificate;
- ☐ Certified copies of birth certificates for the member and authorized family members;
- ☐ Certified copies of court orders or decrees pertaining to their dependents;
- ☐ Immunization record: Public Health Service Form 731, *International Certificate of Vaccination*;
- ☐ Copy of the order or mailgram ordering them to active duty;
- ☐ AF Form 2293, *U.S. Air Force Motor Vehicle Operator*;
- ☐ ID card, if applicable;
- ☐ Passport, if applicable;
- ☐ SGLV Form 8286, *Servicemembers' Group Life Insurance Election and Certificate*, dated after April 1, 1996;
- ☐ DD Form 93, *Record of Emergency Data*;
- ☐ Recent AF Form 526, *Point summary*;
- ☐ AF Form 165, *General Power of Attorney*, or AF Form 831, *Special Power of Attorney*, if applicable;
- ☐ AF Form 357, *Dependent Care Certification*;
- ☐ Most current copy of their civilian medical history (to include a record of past illness or injuries not recorded in the military medical record). Also maintain a copy of the latest military physical examination.

Actions to take before activation

Reservists should:

- ☐ Ensure all legal, business and personal matters are arranged to be carried out in the event of their absence;
- ☐ Ensure eligible family members are pre-enrolled in

the Defense Enrollment Eligibility Reporting System;

- ☐ Update DD Form 93, *Record of Emergency Data*;
- ☐ Arrange eligible family member care;
- ☐ Prepare a will;
- ☐ Prepare power of attorney;
- ☐ Familiarize family members with insurance policies;
- ☐ Have serviceable military uniforms;
- ☐ Have a current military ID card; and
- ☐ Have two dog tags.

Military pay

The Air Force Direct Deposit Program is mandatory. With direct deposit, members receive pay statements in the mail but pay is deposited directly to the designated account.

To start direct deposit, members should send a completed SF Form 1199A, *Direct Deposit Sign-Up Form*, to their reserve pay office. The form is available from most financial institutions or local active duty finance offices.

Leave

Commanders may authorize leave on an individual basis. Members accrue 2.5 days of leave per month of active duty for tours of 30 or more consecutive days.

Leave is used by completing an AF Form 988, *Leave Request/Authorization*, and having their supervisor mail Part I of AF Form 988 to the RPO to obtain the leave control number.

After leave is taken, members complete Part III and mail to the RPO. Part II is for the member's records.

Upon request, the member may receive payment for the unused leave, not to exceed 60 days in their Air Force career (the 60-day limitation does not apply to members involuntarily recalled to active duty).

If members serve consecutive tours of more than 30 days each and have unused leave for the first tour, they may request payment for the first tour after it has been completed or may continue to accrue leave. They state their desire on the end of tour report.

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Point credit for Guard and Reserve

Credit for service in the Air National Guard or Air Force Reserve is recorded by the Point Credit Accounting and Reporting System. Reservists receive an annual summary of their point credit on an Air Force Form 526 (see sample next page). It includes:

1. Organization.
2. Rank and name.
3. Mailing address.
4. Date prepared: Usually 60 days after closeout date.
5. PAS: Identifies the unit of assignment and state code for ANG or Reserve section for USAFR.
6. Social Security number.
7. Retention/retirement date: In accordance with DoD Instruction 1215.7, the R/R date for those who became reservists on or after Oct. 1, 1995, is the date the member initially entered into uniform service. A new date is not established when a member transfers between Reserve and regular components. If a non-creditable break occurs, a new date is established. R/R dates for those who were reservists before Oct. 1, 1995, are not changed.
8. Closeout date: Last day of R/R year.
9. Satisfactory service: Total years, months and days of satisfactory service.
10. Statement reason: Annual, discharge, transfer to Retired Reserve, death, loss to another service, or extended active duty (other than Active Guard and Reserve tours).
11. Summary statement: Individual mobilization augmentees take corrective action through the Air Reserve Personnel Center's Points Management Division, ARPC/DPPKB, 6760 E. Irvington Place #2120, Denver CO, 80280-2120, (800) 525-0102, Ext. 71285; DSN 926-6012 or (303) 676-6012.
12. Total points and satisfactory service credited for R/R year just completed.
13. Type duty codes: Codes used to specifically identify participation.
14. Dates of participation, type of duty and the points credited for each date(s) for R/R year just completed.
15. Extension Course Institute points are credited on course completion date.
16. Chronological point history and Non-Creditable Service Periods for previous R/R years if recorded in database. Service such as civilian status or assignments to the Inactive Status List Reserve Section are shown as non-creditable service periods.
17. Total points accrued to: All points and satisfactory service credited through closeout date of this R/R year. The total points may exceed total points for retirement. No more than 365 retirement points (366 for leap year) may be credited for retirement in one R/R year. For R/R years closing out on or after Sept. 23, 1996, no more than 75 inactive duty points and on or after Oct. 30, 2000, no more than 90 inactive duty points,

including inactive duty training, ECI and membership points, may be credited in addition to active duty points for retirement in one R/R year. For R/R years closing out on or before Sept. 22, 1996, no more than 60 and on or after Oct. 30, 2000, no more than 90 inactive duty points in addition to active duty points may be credited for retirement in one R/R year. The AF Form 526 provides a history of participation and points awarded during the recently completed R/R year. All types of creditable and non-creditable duty are shown, as well as whether or not a member earned the required number of points (50) for a creditable year of satisfactory federal service.

History capture

Prior service is input into the PCARS system according to the PCARS gain date. The oldest gain dates are captured first. Once prior service is captured, the next AF Form 526 reflects a complete service history, current R/R year points, total retirement points and creditable satisfactory years of service. If applicable, the AF Form 526 also shows all non-creditable service.

In subsequent years, members receive an annual AF Form 526, reflecting current R/R year points and their complete service history, to include all branches of service.

Review

Reservists should review their AF Form 526 promptly upon receipt. Individual reservists should notify ARPC/DPPKB of any discrepancies within 30 days. Guard members and unit reservists should contact their military personnel flight. This form becomes a part of their master personnel record. The AF Form 526 is part of the selection brief used by officer promotion boards in evaluating participation and in determining retention in an active status.

The credit summaries are used to verify an enlisted member's total years of enlisted service to determine eligibility for promotion by local promotion boards. The AF Form 526 is also used by the retirement eligibility division to determine how much money a reservist receives for pay at age 60. Members should retain a copy in their file.

Corrections

Participating members in the Guard or Reserve should know the importance of timely submission of supporting documents for posting points. Unit training assembly rosters serve as supporting documentation. Timely submission of supporting documentation of training other than UTAs should be sent to their MPF. AF Form 40a must be forwarded within two duty days of the participation period. AF Form 458 must be submitted within five days of participation. Late submission may result in an erroneous AF Form 526 and require corrective action.



FACT SHEET

AIR RESERVE PERSONNEL CENTER

ANG/USAFR point credit summary sample

① MT00 AIR RES PERS CE CM

② TSGT PCARS JANE
123 PINE LANE

③ NOWHERE CO 01876-5000

④ DATE PREPARED : 010207

⑤ PAS : 9631F1ZM MT

⑥ 123456789

⑦ RET/RETIRE : 0215

⑧ CLOSEOUT DATE : 001207

⑨ SATISFACTORY SVC : 200328

⑩ STATEMENT REASON : 200527

TRANS TO RETIRED RES

⑪ **To the Guardsman/Reservist:**

Computerized information on your participation is shown below. It is possible that it may be inaccurate. Therefore, it is not a guarantee of points or service for retention, promotion or retired pay purposes. It remains subject to audit and adjustment. Review it carefully. If any errors are found, contact your MPF within 30 days of receipt of this form and provide documentation of correct points or service. Failure to identify errors promptly could affect future crediting of points and service.

FROM DATE	THRU DATE	ACTIVE DUTY TRAINING	ACTIVE DUTY TRAINING	ECI	MEMBER SHIP	TOTAL POINTS	TOTAL POINTS FOR RETIREMENT	SATISFACTORY SERVICE YRS/MOS AND DYS
00 FEB 15	00 DEC 07	0015	0032	0044	012	00103	00103	000922

⑬ TYPE DUTY CODES (TD)

- | | | |
|----------------------|-------------------------|------------------------|
| 1. ACTIVE DUTY OTHER | 5. EXTENDED ACTIVE DUTY | 8. NONPAID INAC DUTY |
| 2. SPECIAL TOUR | 6. AFTP | A. NONPAID ACTIVE DUTY |
| 3. SCHOOL TOUR | 7. PAID INAC DUTY | B. CONTINUATION PAY |
| 4. ANNUAL TOUR | | |

FROM DT	THRU DT	TD	PTS	FROM DT	THRU DT	TD	PTS	FROM DT	THRU DT	TD	PTS
00MAR17	00MAR18	7	004	00MAR19	00MAR25	4	007	00APR21	00APR22	7	004
00JUN23	00JUN24	7	004	00JUL14	00JUL15	7	004	00AUG04	00AUG05	7	004
00AUG20	00AUG21	7	004	00AUG27	00AUG27	4	001	00SEP03	00SEP03	7	002
00SEP10	00SEP10	7	002	00SEP11	00SEP17	3	007	00SEP24	00SEP25	7	004

DATE	PTS	VOL	COURSE	DATE	PTS	VOL	COURSE	DATE	PTS	VOL	COURSE
00JUL03	008	02	24250	00JUL03	004	03	24250	00JUL03	003	04	24250
00JUL03	012	05	24250	00JUL03	008	06	24250	00JUL03	009	900	24250

TSGT PCARS JANE

ANG/USAFR POINT CREDIT SUMMARY
123456789

PAGE 2 OF 2

DATE PREPARED: 010207

SERVICE HISTORY

FROM DATE	THRU DATE	AD	IDT	ECI	MBR	TOTAL	RETIRE	SAT SVC
50 OCT 02	51 OCT 01	0365	0000	0000	000	00365	00365	010000
51 OCT 02	52 OCT 01	0366	0000	0000	000	00366	00366	010000
52 OCT 02	53 OCT 01	0365	0000	0000	000	00365	00365	010000
53 OCT 02	53 OCT 23	0022	0000	0000	000	00022	00022	000022
53 OCT 24	54 APR 13	CIVI	LIAN	STA	TUS			
54 APR 14	55 APR 13	0365	0000	0000	000	00365	00365	010000
55 APR 14	56 APR 13	0366	0000	0000	000	00366	00366	010000
56 APR 14	57 APR 13	0365	0000	0000	000	00365	00365	010000
57 APR 14	58 JAN 19	0281	0000	0000	000	00281	00281	000906
58 JAN 20	65 NOV 13	CIVI	LIAN	STA	TUS			
65 NOV 14	66 NOV 13	0015	0042	0000	015	00072	00072	010000
66 NOV 14	67 NOV 13	0000	0014	0000	015	00029	00029	000000
67 NOV 14	68 SEP 20	0239	0008	0000	013	00260	00260	001007
68 SEP 21	88 FEB 14	CIVI	LIAN	STA	TUS			
89 FEB 15	90 FEB 14	0015	0029	0019	015	00078	00075	010000
90 FEB 15	91 FEB 14	0014	0049	0034	015	00112	00074	010000
91 FEB 15	92 FEB 14	0015	0040	0067	015	00137	00075	010000
92 FEB 15	93 FEB 14	0014	0044	0000	015	00073	00073	010000
93 FEB 15	94 FEB 14	0013	0050	0021	015	00099	00073	010000
94 FEB 15	95 FEB 14	0015	0046	0000	015	00076	00075	010000
95 FEB 15	96 FEB 14	0024	0048	0000	015	00087	00084	010000
96 FEB 15	97 FEB 14	0014	0045	0000	015	00074	00074	010000
97 FEB 15	98 FEB 14	0015	0048	0000	015	00078	00078	010000
98 FEB 15	99 FEB 14	0015	0048	0000	015	00078	00078	010000
99 FEB 15	00 FEB 14	0015	0049	0000	015	00079	00079	010000

⑰ TOTAL POINTS ACCRUED TO 001207 2933 0592 0185 220 03930 03797 200527

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Retired Reserve

The Retired Reserve consists of two categories:

- ☐ Those receiving retired pay (Retired Reserve Section ZB) and
- ☐ Those who have met all requirements for retired pay except for attainment of age 60 (Retired Reserve Section ZA).

Eligibility

To attain eligibility for retired pay at age 60, reservists must complete at least 20 years of satisfactory service (unless retiring under the Reserve Transition Assistance Program) with the last six or eight qualifying years in a Reserve component. If 20 years of satisfactory service is completed before Dec. 31, 2001, the last six years of qualifying service must be served in a Reserve component.

Members meeting the eligibility requirements for pay at age 60 are issued a "Notification of Eligibility for Retired Pay at Age 60" letter and are eligible to participate in the Reserve Component Survivor Benefit Plan. Also, those who were Guard or Reserve members before Aug. 16, 1945, must have served on extended active duty during time of war or national emergency (World War I, World War II, Korea, Berlin Crisis, Cuban Missile Crisis or Vietnam).

Members eligible for retired pay under Title 10, U.S.C., 12731 are eligible for certain benefits before they reach age 60.

First, upon receipt of the notification letter, they may elect to participate in the RCSBP (see details on pages 26-27). This plan allows members to provide an annuity of up to 55 percent of retired pay to an eligible, designated beneficiary upon their death. This program is not automatic.

Second, upon transfer to the Retired Reserve, they may participate in open mess if authorized by the base com-

mander; wear the uniform on appropriate occasions; possess an ID card, DD Form 2AF (Reserve - red); and use space-available air transportation. They are also authorized full access to the base exchange and 24 visits per year to a commissary.

Full-time coverage under the Veterans' Group Life Insurance program is also available (see details on page 28). Information on this program is forwarded upon transfer to the Retired Reserve, or call (800) 419-1473 to obtain an application.

Third, persons in Retired Reserve Section ZA are automatically furnished applications to apply for retired pay four months before attaining age 60.

Upon receipt of retired pay at age 60, persons receive the same benefits that accrue for retired members of the active Air Force.

An application must be made for transfer to the Retired Reserve; it is not automatic. To transfer, individual reservists must submit an AF Form 131, *Application for Transfer to the Retired Reserve*. Unit assigned reservists submit the AF Form 131 through their military personnel flight. Nonparticipating members apply directly to ARPC/DPPR. IMAs and reinforcement designees must submit the AF Form 131 through their program manager for coordination to ARPC/DPPR.

Guard and Reserve members may also qualify for immediate retired pay by accumulating at least 20 years of active duty service (Title 10, U.S.C., 8911/8914). Members apply by submitting an AF Form 1160, "Military Retirement Actions," through their military personnel flight, to the Air Reserve Personnel Center's Active Guard/Reserve, or AGR, Service Verification Branch, ARPC/DPPRC. The branch can be reached at (800) 525-0102, Ext. 71344; (303) 676-7151 or DSN 926-7151.



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Point valuation for retirement benefits (2001) reservists and Guardmembers

This point valuation chart allows reservists to determine what their approximate gross monthly retired pay may be. The exact amount they receive is determined when they apply for retired pay and is computed on the base pay in effect when retired pay is granted. Service for base pay is the total years of military service (both active and inactive). Members can also calculate their retired pay by using the retirement benefits calculator located on the ARPC Homepage at www.arpc.org/newsinfo/newsinfo.htm.

	Over 20 years service		Over 22 years service		Over 24 years service		Over 26 years service	
Highest grade held	Base Pay	Point Value	Base Pay	Point Value	Base Pay	Point Value	Base Pay	Point Value
Maj Gen	\$9,156.90	.63590	\$9,382.80	.65158	\$9,382.80	.65158	\$9,382.80	.65158
Brig Gen	\$8,280.90	.57506	\$8,280.90	.57506	\$8,280.90	.57506	\$8,280.90	.57506
Colonel	\$6,617.40	.45954	\$6,791.40	.47163	\$6,967.80	.48338	\$7,309.80	.50763
Lt Col	\$5,790.30	.40210	\$5,964.60	.41421	\$5,964.60	.41421	\$5,964.60	.41421
Major	\$4,986.60	.34629	\$4,986.60	.34629	\$4,986.60	.34629	\$4,986.60	.34629
*Captain	\$4,580.40	.31808	\$4,580.40	.31808	\$4,580.40	.31808	\$4,580.40	.31808
Captain	\$4,292.10	.29806	\$4,292.10	.29806	\$4,292.10	.29806	\$4,292.10	.29806
*1st Lt	\$3,687.90	.25610	\$3,687.90	.25610	\$3,687.90	.25610	\$3,687.90	.25610
1st Lt	\$3,184.80	.22117	\$3,184.80	.22117	\$3,184.80	.22117	\$3,184.80	.22117
*2nd Lt	\$3,120.30	.21669	\$3,120.30	.21669	\$3,120.30	.21669	\$3,120.30	.21669
2nd Lt	\$2,512.80	.17450	\$2,512.80	.17450	\$2,512.80	.17450	\$2,512.80	.17450
WO (W-5)	\$4,640.70	.32227	\$4,800.00	.33333	\$4,959.90	.34444	\$5,120.10	.35556
WO (W-4)	\$4,168.20	.28946	\$4,309.50	.29927	\$4,448.40	.30892	\$4,59.90	.31881
WO(W-3)	\$3,669.90	.25485	\$3,794.70	.26352	\$3,919.80	.27221	\$4,045.20	.28092
WO(W-2)	\$3,280.80	.22783	\$3,391.80	.23554	\$3,503.40	.24329	\$3,503.40	.24329
WO(W-1)	\$3,018.60	.20963	\$3,018.60	.20963	\$3,018.60	.20963	\$3,018.60	.20963
CMSgt	\$3,601.80	.25013	\$3,742.80	.25992	\$3,882.60	.26963	\$4,060.80	.28200
SMSgt	\$3,138.00	.21792	\$3,278.10	.22765	\$3,417.30	.23731	\$3,612.60	.25088
MSgt	\$2,758.80	.19158	\$2,890.80	.20075	\$3,034.50	.21073	\$3,250.50	.22573
TSgt	\$2,367.90	.16444	\$2,370.30	.16460	\$2,370.30	.16460	\$2,370.30	.16460
SSgt	\$2,007.90	.13944	\$2,007.90	.13944	\$2,007.90	.13944	\$2,007.90	.13944
SrA	\$1,653.00	.11479	\$1,653.00	.11479	\$1,653.00	.11479	\$1,653.00	.11479

*With more than four years of active enlisted service.

Example & Explanation

Retired pay formula: points X point value = monthly pay

A master sergeant, for example, with more than 26 years of service would use the factor .22573. Assuming someone had accrued 3,250 points during the tenure of service and had attained age 60, the monthly retired pay would be computed by multiplying 3,250 by .22573 or approximately \$733.62.

Similarly, a lieutenant colonel with more than 26 years of service would use the factor .41421. After accruing 3,000 points and attaining age 60, the monthly retired pay is computed by multiplying 3,000 by .41421 or approximately \$1,272.63.

Eligible reservists receive retired pay for life; upon their death survivors may continue to receive a portion of pay by electing coverage under the Reserve Component Survivor Benefit Plan or the Survivor Benefit Plan.

This retirement pay formula was provided by the Retirement Eligibility Division, Air Reserve Personnel Center, 6760 E. Irvington Pl. #1900, Denver CO 80280-1900. For the most current information, visit the Web site at www.arpc.org; e-mail arpc.dpprdl@arpc.denver.af.mil or call (303) 676-6369, (800) 525-0102, Ext. 71270; or DSN 926-6369. (Current as of December 2000)

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Regular, Guard and Reserve retired pay formula

Retired pay for members who first joined the military service before Sept. 8, 1980, is based on the pay scale in effect when they start receiving retired pay. This formula applies to members retiring under 10 U.S.C., Sections 12731, 8911 and 8914.

Retired pay for members who first joined any military service on or after Sept. 8, 1980, is computed using the average of the 36 months of base pay, for the member's grade and years of service, prior to the effective date of retired pay (normally the 60th birthday).

Total the military base pay for the 36 months before receiving retired pay and divide by 36. This figure can then be calculated into a point value figure to be used when computing retired pay for members retiring under

10 U.S.C. 12731.

Total retirement points will still be used to compute retired pay for members retiring under U.S.C. 12731. This formula applies to members retiring under 10 U.S.C., Sections 12731, 8911 and 8914.

Those who joined any military service on or after Aug. 1, 1986, and elect to receive a 15-year career status bonus under Title 37, Section 322, will have their retired pay reduced by one percent for each year of service short of 30 years.

The one percent reduction is removed and retired pay permanently restored at age 62. This formula only applies to members retiring under 10 U.S.C. 8911 and 8914.

IF YOU FIRST JOINED ANY MILITARY COMPONENT:	MONTHLY RETIRED PAY BASED ON:			ANNUALLY INCREASED BY COLA EQUAL TO
BEFORE 8 SEPT 80 RETIRE UNDER 10 USC 12731, 8911, 8914	$(\text{YEARS OF SERVICE}) \times (2.5\%) \left[\begin{smallmatrix} \text{UP TO} \\ \text{MAX} \\ 75\% \end{smallmatrix} \right] \times (\text{BASIC PAY IN EFFECT WHEN RETIRED PAY STARTS}^*) =$	MONTHLY RETIRED PAY		ANNUAL CHANGE IN CONSUMER PRICE INDEX (CPI)
ON OR AFTER 8 SEPT 80 RETIRE UNDER 10 USC 12731, 8911, 8914 (NOTE)	$(\text{YEARS OF SERVICE}) \times (2.5\%) \left[\begin{smallmatrix} \text{UP TO} \\ \text{MAX} \\ 75\% \end{smallmatrix} \right] \times (\text{AVERAGE OF HIGHEST 36 MONTHS OF BASIC PAY}) =$ <small>Guard/reserve who separate before age 60 have High 36 pegged at time of separation Guard/reserve who transfer to retired reserve until age 60 have High 36 computed at age 60</small>	MONTHLY RETIRED PAY		ANNUAL CHANGE IN CONSUMER PRICE INDEX
1 AUG 86 AND AFTER RETIRE UNDER 10 USC 8911, 8914 *	$(\text{YEARS OF SERVICE}) \times (2.5\%) \left[\begin{smallmatrix} \text{MAX 75\% INITIALLY} \\ \text{REDUCED 1\% PER} \\ \text{YEAR SHORT OF 30;} \\ \text{RESTORED} \\ \text{PERMANENTLY AT} \\ \text{AGE 62} \end{smallmatrix} \right] \times (\text{AVERAGE OF HIGHEST 36 MONTHS OF BASIC PAY}) =$	MONTHLY RETIRED PAY		ANNUAL CHANGE IN CPI LESS ONE PERCENTAGE POINT WITH ONE TIME CATCH UP ADJUSTMENT AT AGE 62
<div> <div>RETIRE UNDER 10 USC 12731</div> <div>< GUARD & RESERVE ></div> <div>RETIREMENT POINTS 360</div> <div>=</div> <div>YEARS OF SERVICE</div> </div>				

* Applies only to members accepting 15-year career status bonus

★2001 figures available on Page 17.

NOTE:

10 USC 12731 - GUARD AND RESERVE AGE 60 RETIREMENT ANNUITY DELAYED UNTIL AGE 60

10 USC 8911 - ACTIVE DUTY RETIREMENT (OFFICERS - REGULAR, GUARD, RESERVE)

10 USC 8914 - ACTIVE DUTY RETIREMENT (ENLISTED - REGULAR, GUARD, RESERVE) > IMMEDIATE ANNUITY

This information was provided by the Air Reserve Personnel Center Retirement Eligibility Division, 6760 E. Irvington Pl. #1900, Denver CO 80280-1900. For the most current information, visit the Web site at www.arpc.org; e-mail arpc.dpprdl@arpc.denver.af.mil; or call (303) 676-6369; (800) 525-0102, Ext. 71270; or DSN 926-6369. (Current as of December 2000)



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Age 60 retirement benefits

There are additional benefits awaiting members eligible for retired pay at age 60. (See "Eligibility" on the Retired Reserve fact sheet, page 16.)

Probably the most important benefit for a retired reservist is retired pay. Monthly checks are dated the first day of the month following the month earned.

The Air Force uses direct deposit to pay retired military members. Therefore it is important members return the Standard Form 1199A, *Direct Deposit Sign-up Form*, with their pay forms.

The DD Form 2 (retired/blue) ID card can be obtained from the nearest military installation on or after members' 60th birthday. Eligible family members of reservists are eligible to receive a DD Form 1173, *Uniformed Services Identification and Privilege Card*.

Many benefits await blue ID card holders including unlimited visits to commissaries and exchanges.

TRICARE medical

The DoD's new regional managed health care program for service families is in operation throughout the United States, with a uniform benefit and cost structure. Persons eligible for TRICARE benefits have three options: TRICARE Prime, TRICARE Extra and TRICARE Standard (the same as standard CHAMPUS). (See more details about TRICARE on Page 29.)

Delta Select USA/

TRICARE Retiree Dental Program

Members of the uniformed services entitled to retired pay and members of the Retired Reserve entitled to retired pay but under age 60 are eligible for the TRICARE Retiree Dental Program. Also included are spouses of eligible members who enroll in the program, eligible children and unremarried surviving spouses and children of deceased members who were covered.

This voluntary dental plan is administered by the DDP*Delta division of the Delta Dental Plan of Califor-

nia. Services are provided in the United States, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, the Commonwealth of the Northern Mariana Islands and Canada.

Enrollees pay premium costs; there's no government contribution. Premiums are collected through monthly payroll deductions for those receiving retired pay; or, if the member isn't drawing retired pay, by direct monthly billing.

Enrollment is handled by DDP*Delta. People must enroll for at least 24 months. The 24-month commitment is determined by each enrollee's enrollment date. After the 24-month commitment, an enrollee may choose to remain enrolled month by month. For enrollment, changes to enrollment and enrollment inquiries, contact:

DDP*Delta TRICARE Retiree Dental Program
P.O. Box 537008
Sacramento, CA 95853-7008
(888) 838-8737

or visit their Web page at www.ddpdelta.org.

Other retirement benefits

Legal assistance - Retirees can receive legal advice and assistance on personal civil matters on a space-available basis.

Package liquor store - Many bases offer a package liquor store where many brand-name beverages are stocked.

Services - There are many activities offered in the services program (formerly MWR) such as arts and crafts, bowling, golf and other outdoor recreation on a space-available basis.

Theater - Base theaters offer first-run movies for about half the cost of an off-base theater.

Space-available travel - Retirees can travel on space-available military air to almost anywhere in the world. Family members with valid ID cards (DD Form 173) can travel overseas with the member. (See page 20 for more information.)

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Space-A travel

Space-available travel is authorized for members of the Air National Guard, Air Force Reserve, retirees and family members. Active status members must present their DD Form 2, Armed Forces of the United States-Geneva Identification Card, along with a completed DD Form 1853, *Authentication of Reserve Status for Travel Eligibility*.

Members who have received official notification of eligibility for retired pay at age 60 must present their ID card and their notification letter.

Active ANG/Reserve members on a two- or three-day pass and on active duty in an overseas area for any length of time can use Space-A travel. The documents required are an ID card and active duty orders authorizing the member to be in the assigned overseas area. Dependent travel is not authorized until the retired military sponsor reaches age 60.

When a member reaches age 60 and has obtained a DD Form 2 (retired/blue) ID card, dependents are then eligible to accompany the member only on overseas flights. Dependents must possess a DD 1173, *Uniformed Services Identification and Privilege Card*.

Space-A travelers no longer have to revalidate at passenger service counters at two-week intervals. They may now sign up for the full 45 days. This also applies to the traveler trying to come home from abroad. It is important to sign up as soon as they land overseas.

Passengers are processed in priority order by their sign-in time (Julian date). There is a charge for each person, which does not include a meal. It is important to list all possible destinations, or they could be charged additionally for changes enroute. Members booked on a contracted commercial carrier may incur additional charges and should be prepared with cash or check.

Names are removed from the Space-A register if selecting, manifesting or boarding is denied for miscellaneous reasons (excess baggage, improper attire, etc.). Space-A travelers are processed on a first-in, first-out basis within

their category of travel, and they must be aware of the following facts:

☐ Official duty passengers have priority over Space-A passengers.

☐ Reservations cannot be made for any portion of the trip.

☐ ANG and Reserve members and retirees are in category VI.

☐ Long, uncomfortable and frequent costly waiting periods may be encountered at military and commercial aerial ports.

☐ The U.S. Government is not obligated to provide transportation for Space-A passengers to or from desired destinations.

☐ Summer months are peak travel times because most active duty and family members are traveling to new assignments.

Retired members and their family members must present valid passports/visas, ID cards and immunization records as required. Normal baggage allowance is 66 pounds per person.

When members are traveling and an emergency at home arises, they may be upgraded to Category I by the installation commander or designated representative. Members should have the emergency verified by the Red Cross before attempting an upgrade.

Air Force members traveling aboard Air Force and commercial contract (chartered) aircraft, regardless of duty status or destination, have the option to wear civilian clothing that is neat, clean, warm enough for in-flight operations, and appropriate for the mode of travel and destination. Passenger service specialists can answer questions regarding foreign destinations' attire requirements.

For further information on Space-A travel, members can contact the passenger terminal or aerial port at the nearest Air Force installation. Also base retiree activities offices maintain an aerial port information file.

Space-A Terminals

Charleston IAP, S.C.*
Dover AFB, Del.
Los Angeles IAP, LA Calif.* 1-800-756-2640
McChord AFB, Wash.
McGuire AFB, N.J.
Norfolk NAS, Va.
Patrick AFB, Fla.
Scott AFB, Ill.
Travis AFB, Calif.

Commercial Number

(843) 963-5794/5795
(302) 677-4088
(310) 363-0714/0715
(253) 982-7259
(609) 754-5023
(757) 444-4148/4118/3947
(407) 494-5631
(618) 256-2014/3017/4042
(707) 424-5703/5704

DSN Number

673-5794/5795
445-4088
833-0714
382-6815
650-5023
564-4118
854-5631
576-2014/3017/4042
837-5703/5704

Fax Number

(843) 963-3845
(302) 677-2953
(310) 363-2790
(253) 982-6815
(609) 754-4621
(757) 445-7501
(407) 494-7991
(618) 256-1946
(707) 424-2048/4021

*Civilian airport, a \$10 fee is charged.

For a more complete listing of space-available terminals, see the Air Mobility Command Web site at public.scott.af.mil/hqamc.



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Reserve Transition Assistance Program

General period of eligibility: Oct. 23, 1992, through Dec. 31, 2001.

General Eligibility: Selected reservists (individual reservists, unit reservists and Guardmembers) who lose their positions due to unit deactivations, relocations or programs designed to balance and shape the future force are eligible for the Reserve Transition Assistance Program.

Individuals ineligible for further Selected Reserve service due to statutory prohibitions, such as age or years of commissioned service, are ineligible for RTAP benefits. In addition, separating before the member's high year tenure date is considered voluntary, making the member ineligible for RTAP benefits.

Priority for affiliation with the Selected Reserve

Members of the Selected Reserve whose units or billets are deactivated from Oct. 1, 1991, through Dec. 31, 2001, are given priority for affiliation in other Selected Reserve units or billets.

Montgomery GI Bill — Selected Reserve

Selected reservists who previously qualified for Montgomery GI Bill benefits and who were, or will be, involuntarily separated from the Selected Reserve between Oct. 1, 1991, and Dec. 31, 2001, remain eligible for educational assistance for a 10-year period. This period begins on the date of initial eligibility.

Commissary and exchange privileges

A Selected Reserve member involuntarily discharged or transferred from the Selected Reserve from Oct. 1, 1991, through Dec. 31, 2001, are authorized continued use of the commissary and exchange stores. Use of the commissary and exchange stores is for a period of two years from the date of their involuntary separation.

Special separation pay — 20 years of service

From March 11, 1993, through Dec. 31, 2001, an enlisted member of the Selected Reserve who has qualified for retirement upon reaching age 60, but who is not yet 60 and is involuntarily separated due to downsizing, qualifies for Special Separation Pay upon transfer to

the Retired Reserve. The fiscal year 1995 National Defense Authorization Act allows the secretary of the Air Force to limit the number of payments made from one to five.

Between July 16, 1995, and November 2000, Reserve enlisted members who are separated due to High Year Tenure, or HYT, are authorized only one Reserve Special Separation Pay, or RSSP, payment. Reserve enlisted members separated involuntarily other than for HYT continue to receive up to five payments (or until age 60, whichever is sooner). The Air National Guard has determined beginning July 16, 1995, both officers and enlisted members are eligible for RSSP and both receive one payment. RSSP will not be recouped at age 60.

Early qualification for retired pay at age 60

Members of the Selected Reserve who have completed at least 15 and less than 20 years of satisfactory service with the last six in a reserve component and who are involuntarily separated from March 12, 1993, through Dec. 31, 2001, (enlisted) and June 2, 1994, through Dec. 31, 2001, (officers) are eligible for retired pay at age 60. The fiscal year 1995 National Defense Authorization Act opened this option to medically disqualified members.

Beginning Oct. 5, 1994, members who no longer meet the qualifications for membership in the Selected Reserve solely because they are unfit for duty due to a physical disability that is not the result of intentional misconduct or willful neglect, may be eligible for the early qualification for retired pay at age 60. Members must have at least 15 years but less than 20 years of satisfactory service, with the last six years of qualifying service in a reserve component.

Separation pay — six to 15 years

From Oct. 23, 1992, through Dec. 31, 2001, a member (officer and enlisted) of the Selected Reserve who is involuntarily discharged or transferred from the Selected Reserve and who has at least six but less than 15 years of service are eligible for separation pay. This pay is recouped if the member goes into an active status.

FACT SHEET



AIR RESERVE PERSONNEL CENTER

VSI and SSB

Due to the downsizing of the active duty forces, Congress authorized two voluntary separation incentive programs: the Special Separation Benefit, or SSB, and the Voluntary Separation Incentive, or VSI.

Special Separation Benefit

Members who elect SSB, receive a single, lump-sum payment upon their separation from active duty. As a condition of receiving the payment, they sign a written agreement to serve in the Ready Reserve for at least three years following separation from active duty or three years beyond any existing statutory service obligation, whichever is later.

Voluntary Separation Incentive

Those who elected VSI, receive an annual VSI payment on each anniversary of their separation date from active duty. The payment, equal to the VSI payment received on their separation date, continues until the total VSI entitlement is paid. The annual VSI payment does not change (no cost of living adjustments), except the last payment may be less due to a partial year calculation.

The number of VSI payments equals twice the number of years of active duty service. As a condition of receiving annual VSI payments, members sign a written agreement to serve in the Ready Reserve for the duration of their VSI payment period.

Annual VSI payments are stopped if members are separated from the Ready Reserve unless one of the following conditions applies:

□ They become ineligible to continue to serve in the Ready Reserve due to medical reasons, age, failure to be selected for promotion, or other reasons determined beyond their control. They are transferred to the Standby Reserve unless they are qualified for and request a transfer to the Retired Reserve.

□ They die. The remaining VSI annual payments continue to the designated beneficiary.

Reserve participation requirement

When members leave active duty, they serve in the nonparticipating (no inactive duty training or annual tour) Individual Ready Reserve unless they elected to serve in an active Reserve or National Guard status. They serve in the IRR for at least three years after separation from active duty or three years beyond any existing statutory service obligation, whichever is later, unless they request and are approved for a participating assignment. While assigned to the nonparticipating IRR, they may be ordered to one-day muster duty or two to

three days active duty training each fiscal year for annual screening requirements, and if eligible, they meet a Reserve promotion board.

Participants who remain in the nonparticipating IRR, are transferred to the Standby Reserve after three years unless they are qualified and request a transfer to the Retired Reserve. These members are subject to recall to active duty in time of war or a national emergency.

Members may change to a participating status program and perform inactive duty training and an annual tour by being assigned to an ANG unit, a Reserve unit or an individual mobilization augmentee position if there is a vacancy. Also, there are some points-only (no pay) participating status programs to continue their military career in the Reserve. If a member is receiving simultaneous VSI payments and retired pay, the member may elect to terminate the receipt of VSI payments. Any such election is permanent and irrevocable. The rate of monthly recoupment from retired pay will be reduced by a percentage that is equal to a fraction created by the number of months that would not be paid as a result of the member's decision to terminate the VSI, divided by the number of months the VSI payments were scheduled to be paid. Those interested in changing to a participating status can contact the nearest ANG or Air Force Reserve recruiter.

Reserve retired pay offset

Federal law requires the recoupment of SSB or VSI payments from those who eventually qualify for Reserve retired pay. The recoupment is limited to the gross amount of the SSB or VSI paid and is deducted from their Reserve retired pay when they start collecting it at or after age 60.

The amount deducted from their monthly Reserve retired pay will be equal to the fraction determined by dividing the total days active service prior to the VSI/SSB separation by the total points earned (including one point per day for each active duty day prior to VSI/SSB separation) for reserve retirement.

Note: Use the formula 360 days equals one year to calculate the number of active duty days. For example, a member who completed 3,600 days (10 years) of active service before separation from active duty and retired based on 3,600 days plus 500 reserve points earned (the minimum of 50 points per year over a 10 year period) or 4,100 points would have their retired pay offset by 88 percent.

VSI and SSB continued next page



FACT SHEET

AIR RESERVE PERSONNEL CENTER

VSI and SSB (cont.)

Disability compensation offset

Members who received an SSB payment and later qualify for disability compensation under laws administered by the Department of Veterans Affairs, their SSB payment is deducted from the disability compensation. No deduction may be made from an SSB payment received for an earlier separation if the disability compensation is for a disability incurred or aggravated for a later period of active duty.

If a member receives VSI payments and later qualifies for disability compensation under laws administered by the Department of Veterans Affairs, the amount of disability compensation is deducted from the VSI payments. No deductions may be made from the VSI payments for any disability compensation received because of an earlier period of active duty if the VSI is being paid based on a later period of active duty.

Benefits information

Members and their dependents are entitled to ID cards that allow unlimited exchange, commissary and base theater access for two years from the date they applied for ID cards.

Use of other Services facilities is at the discretion of the installation commander.

Those who live in a foreign country may lose their exchange and commissary privileges due to a Status of Forces Agreement, a legal agreement between the United States and the host country.

After the two-year period, access to the exchange and Services facilities by nonparticipating reservists is at the discretion of the installation commander.

Participating reservists are entitled to all Reserve benefits.

KEY TELEPHONE LISTING

HQ ARPC toll free (800) 525-0102, Ext. 71XXX,
DSN 926-XXXX or commercial (303) 676-XXXX

Subject	Office Symbol	Toll Free Ext.	DSN/Comm Ext.	E-mail Address
SSB/VSI services	DPPRC	71344	7151	arpc.dpprdl@arpc.denver.af.mil
Reserve assignments	DPAP	71292	6429	arpc.dpapdl@arpc.denver.af.mil
Reserve benefits	DPSSE	71228	6438	arpc.dpssedl@arpc.denver.af.mil
Reserve retirement	DPPR	71270/72	6369/6371	arpc.dpprdl@arpc.denver.af.mil
Verification of reserve				
Affiliation for VSI payments	DPSSA	71388	6528	arpc.dpssadl@arpc.denver.af.mil

Retired pay or disability compensation offset: DFAS-Cleveland VSI/SSB Customer Service Branch, (216) 522-6398, (800) 472-7098 or DSN 580-6398.

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Veterans benefits - Reserve and Guard

There are certain U.S. Department of Veterans Affairs benefits that reservists and their family members are eligible for if the member becomes disabled or dies from service-connected causes while a member of the Ready Reserve.

To be eligible, a member must be on active duty, annual training, active duty support, military personnel appropriation funded AD tour, active duty for training, including travel to and from, or inactive duty training. Travel to and from IDT qualifies for some benefits.

To be eligible, dependents must meet the following requirements:

☐ Spouses must be married to the Reservist for at least one year, or for any period of time if a child was born of the marriage or was born to them before the marriage.

☐ The spouse must live with the member continuously from the time of the marriage.

☐ Children must be unmarried and under age 18. Certain physically-challenged children and those between 18 and 23 attending a VA-approved school qualify.

VA benefits are not automatic; they must be applied for. There are many agencies to help file claims if there is not a VA office nearby. The personal affairs office, Red Cross, Disabled American Veterans and Veterans of Foreign Wars may assist.

Those seeking VA benefits must have available, if applicable, original documents with raised seal of marriage and birth certificates, divorce decree, guardianship papers, adoption papers, "Notification of Eligibility for Retired Pay at Age 60" letter or card and DD Form 214, *Certificate of Release or Discharge from Active Duty*.

Disability compensation

If members are disabled by an injury or disease incurred or aggravated on AD, ADS, AT, ADT, or MPA mandays — or an injury incurred or aggravated on IDT — and the injury or disease is determined to be in the line of duty, they should apply to the VA for compensation. If found eligible for disability compensation by the VA, they could receive monthly payments ranging from \$96 for 10 percent disability to \$1,989 for 100 percent. If rated at 30 percent or more, they are entitled to additional allowances for family members including parents dependent on them for support. These amounts are adjusted annually.

Vocational rehabilitation

Reservists are eligible for vocational rehabilitation if

they meet all three of the following conditions:

☐ They suffered a service-connected disability while on AD, ADS, ADT, AT, IDT or MPA mandays, which entitles them to compensation;

☐ They were discharged or released from the Reserve under other than dishonorable conditions; and

☐ The VA determines that they need vocational rehabilitation to overcome an impairment to employment ability caused by service-connected disabilities.

Veterans Group Life Insurance

Veterans Group Life Insurance is issued in amounts from \$10,000 to \$200,000 in multiples of \$10,000. However, it cannot exceed the maximum amount of Servicemembers Group Life Insurance coverage the member had while in the participating Ready Reserve.

Those who feel they qualify for coverage because of an injury or disability or want to convert SGLI to VGLI can contact the Office of Servicemembers' Group Life Insurance at (800) 419-1473 or 213 Washington Street, Newark NJ 07102. They will provide information on how to obtain VGLI. (*See more about VGLI on Page 28.*)

Service disabled veterans insurance

Reservists who incur a service-connected disability of 10 percent or more, as determined by the VA, from performing AD, ADS, ADT, AT, IDT or MPA mandays may be eligible for Service Disabled Veterans Insurance. The insurance is issued in amounts from \$1,000 to \$10,000, in multiples of \$500. SDVI application must be made within one year of VA notification of eligibility. Members are eligible for both VGLI and SDVI.

Dependency and indemnity compensation

Dependency and Indemnity Compensation is a VA monthly benefit payable to the surviving spouse, children and, in some cases, parents, if the member dies in the line of duty from disease or injury incurred on AD, AT, ADS, ADT, MPA mandays or IDT (injury only), including travel to and from duty. The VA makes the determination if DIC is payable.

DIC is payable to a surviving spouse regardless of any other income. Monthly payments are paid at a flat rate per month plus an additional amount for each child under the spouse's care regardless of the deceased member's grade. If there is no surviving spouse, any eligible children

—Veterans benefits continued next page

The fact sheets on Pages 25-38 were prepared by the Air Reserve Personnel Center Entitlements Branch, 6760 E. Irvington Pl. #4000, Denver CO 80280-4000. This information is not meant as a guarantee of entitlement to the listed benefits, as they can change periodically. For the most current information on veteran's benefits, contact the closest VA office at (800) 827-1000 or Web site www.va.gov. Or contact any veterans' organization such as American Legion, Veterans of Foreign Wars, Red Cross or Disabled American Veterans. Members may also contact HQ ARPC/DPSSE at (303) 676-6438; (800) 525-0102, Ext. 71228; or DSN 926-6438. (Current as of December 2000)



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Veterans benefits (cont.)

receive an annuity. Eligible children living with an ex-spouse may receive a portion of the DIC.

Monthly payments to parents depend on their income, not dependency upon the member. Payment to parents does not decrease payment to an eligible spouse or children.

Survivors and dependents education

A monthly allowance for as many as 45 months of full-time training or schooling can be paid by the VA to the children (ages 18-26) and spouses of reservists with permanent and total service-connected disabilities, or unmarried spouses of those who die of service-connected causes.

Handicapped children can receive benefits as early as age 14. A child's marriage is no barrier to education benefits. Generally, the period of eligibility for a spouse or survivor is 10 years from the date VA determines that disability is total and permanent, or from the date of death.

Home loans

The surviving spouse (who has not remarried) of a Reservist who died on AD, ADT, ADS, IDT or MPA mandays, or after release, as a result of service-connected causes may be eligible for the Government-insured home loan benefits. Members who have completed six years in the Selected Reserve are eligible for a home loan if they are not otherwise eligible for home loan benefits. This program terminates Sept. 30, 2003.

Civilian health and medical program — VA

This is a medical program through which the VA helps pay for medical services and supplies obtained from civilian sources. The following persons are eligible for CHAMPVA, provided they are not eligible for TRICARE, CHAMPUS or Medicare:

- ☐ The spouse or children of a reservist who has total permanent disability resulting from a service-connected disability, and
- ☐ The surviving spouse or children of a Reservist who dies as a result of service-connected disability.

Burial flags

The VA provides a U.S. flag to drape the casket of most deceased veterans, retirees, reservists entitled to retired pay, and members and former members of the Selected Reserve. When burial is in a national, state or post cemetery, a flag is provided. When burial is in a private cemetery, flags may be obtained from VA regional offices, national cemeteries and most U.S. post offices by submitting a VA Form 2008, *Application for United States Flag for Burial Purposes*, to any of these agencies.

Presidential Memorial Certificates

A Presidential Memorial Certificate, signed by the president to honor the memory of honorably discharged deceased veterans, may be requested from the VA. The PMC expresses the country's grateful recognition of the veteran's service in the United States Armed Forces. Eligible recipients, or someone acting on their behalf, may apply for a PMC in person at any VA regional office or by U.S. mail only. Requests cannot be sent via e-mail.

Burial in national cemetery

Members of reserve components who die while performing, or as a result of performing AD, ADT, ADS, AT, IDT or MPA mandays, may be eligible for burial in a national cemetery. Reservists who would have been eligible for retired pay at age 60 are eligible. Burial is also available to an eligible spouse and children.

Casualty assistance

If a reservist dies as the result of an injury or disease incurred while performing AD, ADS, ADT, IDT or MPA mandays, a casualty assistance representative from the nearest Air Force base is assigned to assist their family members in applying for benefits. This includes those from Air Force, VA, Social Security and other agencies. For participating members dying in a non-duty status, assistance may be obtained from the member's servicing military personnel flight. For retired reservists awaiting pay at age 60, contact ARPC/DPSSE for casualty assistance.



Reserve Component Survivor Benefit Plan

Pay stops when a reservist dies.

To ensure their family continues to receive a portion of their future retirement income, reservists should apply for the Reserve Component Survivor Benefit Plan within 90 days of receiving the package by certified mail.

The RCSBP is not automatic. It is the only program to provide a surviving spouse a guaranteed lifetime income just as the retiree is guaranteed retired pay during his or her lifetime unless the retiring member elects not to participate.

The maximum annuity is 55 percent of the retired pay. An established annuity increases automatically at the same rate as retired pay based on Consumer Price Index increases. **Note: Members pay nothing until they begin drawing retired pay at age 60.**

Eligibility

Once reservists are notified that they qualify for retired pay at age 60, they are eligible for RCSBP. They must choose this coverage during the 90-day period beginning the day the "Participation in the Reserve Component Survivor Benefit Plan" packet is signed for, regardless of their military status, age or health. Complete information on RCSBP is included in the packet sent by certified, return-receipt mail about 30 days after the "eligibility for retired pay at age 60" letter is mailed. **Note: If a member dies after becoming eligible for retired pay at age 60 but before being notified of their eligibility by HQ ARPC, or if he or she dies after receiving the RCSBP packet but before making a choice within the 90-day period, the spouse/children receive an immediate annuity.**

The chance to choose RCSBP as an option could very well be a one-time opportunity. Many retirees think that they can become RCSBP participants any time during their retirement. This, however, is not true.

Although retirees have been afforded the opportunity to enroll three times since SBP became law in 1972, it should be considered as a "now and now only" decision. There were three open seasons legislated in 1981 and 1992, and 1999, by Congress because significant changes and improvements had been made to the plan. However, with open seasons come a cost penalty of up to 11 percent and a survival clause, meaning that the retired member has to live two years after submitting an election before RCSBP coverage becomes effective. When enrolling at retirement, the cost is less and there is no survival clause.

Since no other major changes are on the horizon, there is no reason to expect another open season.

Options

Reservists have three RCSBP options:

A Wait to choose (or not choose) RCSBP until they reach age 60. They remain eligible to elect SBP coverage at age 60. No RCSBP is payable to the beneficiaries if the member dies before age 60.

B Choose coverage for an annuity to begin on their 60th birthday if they die before age 60, or to begin immediately if they die after age 60.

C Choose coverage for an annuity to begin immediately upon your death, whether you die before or after age 60.

Designating your beneficiary

Reservists may choose one of the following designations:

☐ **Spouse only** - To be eligible for an annuity, the spouse must be married to the reservists when the RCSBP election is made and on the date of the member's death. If reservists remarry, their spouses must be married to them for one year or be the parent of a child by that marriage. If members have eligible children and elect spouse only and the spouse dies or otherwise becomes ineligible to receive the annuity, the annuity does not pass on to the children. To continue the annuity to an eligible child, they need to elect spouse and children coverage.

☐ **Children only** - Child coverage is limited to unmarried children under age 18, or under age 22 if in school, or any age if disabled and incapable of self support (if disability existed before age 18 or occurred between 18 and 22 while in school).

☐ **Spouse and children** - Same limitations as above.

☐ **Former spouse and dependent child** - Covered child must have resulted from the marriage to the former spouse. This choice prevents payment of an annuity to the member's current spouse or children from marriages other than to the former spouse designated as a beneficiary.

☐ **Other persons with an insurable interest in the reservist** - Members may choose this coverage only if they are unmarried and do not have a dependent child when eligible to participate in the plan. Any person more nearly related than a cousin qualifies as a beneficiary with an insurable interest in the reservist. A more distantly related person may qualify if the member provides proof that person benefits in some manner from the member's continued life (a business partner, for example).

————— **RCSBP continued next page**



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Survivor Benefit Plan (cont.)

Annuities

☆**Base amount for computing annuity** - The amount of the annuity is about 55 percent of the base amount the Reservist selects. The base amount can be full retired pay or a reduced amount. The least amount the member may elect is \$300. For a member electing Option B or C, the annuity is reduced by the amount of the cost of the RCSBP program (reserve component cost), based on the member's age and the age of the beneficiaries at the time the member makes the election. The annuity is also affected by provisions in the law on the date the member became eligible for the RCSBP.

☆**Amount received by the survivor of a member completing 20 years of qualifying service on or after Oct. 2, 1985** - Under Public Law 95-397, beneficiaries' annuities are computed on a two-tier system. Before age 62, the spouse receives about 55 percent of the base amount of retired pay designated. After age 62, the spouse receives 35 percent.

☆**Amount received by the survivor of a member completing 20 years of qualifying service before Oct. 2, 1985** - Before age 62, the spouse receives about 55 percent of the base amount of retired pay designated. After age 62, the spouse receives either 35 percent of the base amount computed under the two-tier system, or the amount calculated using the Social Security offset method, whichever is greater.

☆**Supplemental Survivor Benefit Plan** - Beginning April 1, 1992, members electing full coverage may, for an additional premium, increase their beneficiaries' annuity after age 62 from 35 percent to 40, 45, 50, or 55 percent of the base amount. This must be selected at the time of your original election of RCSBP coverage.

☆**Dependency and indemnity compensation reduction** - The spouse/former spouse of a member who dies of a service-connected cause as a result of serving on active duty, active duty for training, or inactive duty training will have the annuity reduced by an amount equal to the DIC being paid. If the member is older than age 60 at the time of death and DIC is greater than the RCSBP annuity, RCSBP is not paid and the spouse receives a refund of all money paid into RCSBP. If the RCSBP beneficiary is not a spouse/former spouse, no RCSBP annuity reduction is made, even if the beneficiary is a dependent receiving DIC.

Other RCSBP provisions

❖**Spouse's remarriage** - The RCSBP annuity stops if a spouse/former spouse remarries before age 55. The

annuity can be reinstated if the remarriage ends, either through death or divorce. If the spouse/former spouse remarries after age 55, the RCSBP annuity continues.

❖**Cost of RCSBP to member** - There is no cost for RCSBP coverage until members begin collecting retired pay at age 60. The cost is a percentage of the base amount designated, based on the member's age and the age of beneficiaries when RCSBP coverage was selected, and the option chosen. RCSBP cost increases by the same percentage as increases in retired pay. The reduction in retired pay stops when there are no longer eligible beneficiaries with two exceptions: if members elected child-only coverage, or if they elect insurable interest coverage and later cancel the coverage, monthly deduction continues for life.

❖**Medical and other benefits for beneficiaries** - If members die before reaching age 60, the eligible spouse and children are entitled to medical care beginning on the member's 60th birthday. Before age 60, the spouse and children are entitled to commissary privileges (24 visits per year) and unlimited exchange privileges. After the member's 60th birthday, the spouse and children are entitled to unlimited commissary and exchange privileges.

❖**Revocation** - RCSBP election is basically irrevocable after the initial eligibility period. Certain exceptions are made for changes in marital or dependency status, or if the election was for a person with insurable interest. Members now have a one-year period to discontinue participation in the plan. The one-year window opens on the second anniversary of receipt of retired pay and ends on the third anniversary. This discontinuation carries some penalties. There are no refund of premiums properly collected, no benefits are paid in conjunction with previous participation, and members may not resume participation for any category of beneficiary.

❖**Civil service employees** - Civil service employees may elect RCSBP coverage under both the Air Force RCSBP program and the Civil Service SBP program.

❖**Retirement and estate planning** - The cost of RCSBP is withheld from the gross retired pay and is not subject to federal income tax, but annuity payments are fully taxable for federal income tax purposes. Members should check state inheritance and estate tax laws to determine if their state is one of the few that tax RCSBP annuities or immediately tax the beneficiary's expected lifetime annuity amount as a part of the total estate value. RCSBP annuities are not subject to federal estate tax.

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AIR RESERVE PERSONNEL CENTER

Servicemembers' Group Life Insurance

This is a U.S. Department of Veterans Affairs program that provides up to \$200,000 to beneficiaries payable upon death in a lump sum, or in 36 equal monthly installments if the member or beneficiary chooses.

Full-time coverage. Unless they decline the coverage, participating Ready reservists assigned to a position requiring them to perform duty creditable for retirement purposes each year — are automatically enrolled in full-time Servicemembers' Group Life Insurance for \$200,000. Full-time coverage is in effect 365 days a year, regardless of duty status, and continues for 120 days after reassignment from a qualifying position. For totally disabled members, full-time coverage may be extended by the SGLI office for as long as the total disability continues, not to exceed one year.

Options. By law, members are covered for \$200,000 unless they elect reduced coverage or decline coverage in writing on an SGLV Form 8286. They may elect SGLI coverage in increments of \$10,000 up to a maximum of \$200,000. An increase, reduction or refusal of automatic coverage may only be done by submitting an SGLV Form 8286. If increasing a previously less than

full coverage election, an SGLV Form 8285 must be submitted.

Beneficiaries. It is preferable to specify beneficiaries by name. If specified "by law," beneficiaries of SGLI payments are paid as established by law: the entire payment is made to the spouse, or if there is no spouse, to the children in equal shares or, if none, to the member's parents in equal shares or, if none, to the executor of the estate or, if none, to other next of kin. Stepparents and stepchildren are not included in the "by law" chain. Members may designate any beneficiaries for whatever fraction of the total benefit without restrictions. If naming minor children, members may want to seek legal advice. They may designate secondary beneficiaries and may change beneficiaries at any time.

Cost. Full-time \$200,000 coverage premium is \$16 per month (effective July 1, 1998). For those in a paid assignment, the cost is automatically withheld from their pay check or annual tour pay check. Those in non-paid assignments (training category E) must mail the premium payment(s) to DFAS-DE/OCC, P.O. Box 200030, Denver CO 80220-0030.

Veterans' Group Life Insurance

This program provides five-year renewable term life insurance. Reservists may convert their Servicemembers' Group Life Insurance coverage into Veterans' Group Life Insurance if they meet one of the following conditions:

☐ They are released from active duty or active duty for training under an order to duty that specifies a period of 31 days or more,

☐ They separate from the participating reserve, or

☐ They are assigned to the Retired Reserve.

They may apply for VGLI if:

☐ They suffer an injury or disability and are rendered uninsurable at standard premium rates while performing AD or ADT under an order specifying a period of less than 31 days, or

☐ They are assigned to the nonparticipating individual ready reserve.

The amounts of insurance and beneficiary designations are the same as SGLI. The cost is based on member's age. They must apply for VGLI within 120 days after separation, assignment to the IRR or a

transfer to the Retired Reserve in order to guarantee coverage with no medical questions. They have an additional year after that to apply but are required to answer medical questions.

To obtain VGLI coverage, an eligible individual must:

☐ Obtain a VGLI application from any Veterans' Affairs Regional Office, or call the Office of Servicemembers' Group Life Insurance (OSGLI) at (800) 419-1473.

☐ Submit a completed application (SGLV Form 8714), the first month's premium and the following to OSGLI, 213 Washington St., Newark NJ 07102-2999:

❖ A copy of the separation order and proof of SGLI coverage if separated from the participating Ready Reserve.

❖ A copy of the assignment order and proof of SGLI coverage if reassigned to the Retired Reserve.

❖ A copy of the unit assignment order if assigned to the IRR.



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AIR RESERVE PERSONNEL CENTER

DEERS

The Defense Enrollment Eligibility Reporting System is a computer-based eligibility data system for members entitled to medical care benefits. DEERS is also designed to eliminate fraud, waste and abuse in the use of health benefits and privileges.

Reservists on active duty for more than 30 days must go to the customer service section of the military personnel flight to register themselves and eligible family members in DEERS. MPFs will verify eligibility for DEERS benefits when members apply for the DD Form 1172, *Application for Uniformed Services Identification Card*. They must present marriage and birth certificates for all children ages 21 and younger (ages 21-22 if handicapped or in college). They must also present tour orders for identification purposes.

Children who are full-time college students ages 21 and 22 are authorized an active-duty dependent ID card for the length of the tour with the following documentation:

- ☐ A letter from the university's registrar office with the number of credits the student is taking,
- ☐ The degree they are pursuing, and
- ☐ An estimated graduation date.

To obtain a reserve dependent ID card for full-time college students, members should take the above documentation to the nearest MPF. Recent changes in issuance

procedures authorize base MPF commanders and security police commanders to lower grade requirements for verifying, authenticating and issuing ID cards if mission needs require it.

Obtain a copy of the completed DD Form 1172 from the MPF. IMAs should mail the yellow completed copy to HQ ARPC/DPSSA/B, 6760 E. Irvington Pl. #4000, Denver CO 80280-4000.

Since DEERS is used to verify TRICARE claims and eligibility for treatment in military medical facilities, Reservists must comply with these procedures or be denied a TRICARE claim or medical treatment.

Retired Reserve

Members awaiting retired pay at age 60 can obtain information to enroll their dependents in DEERS by calling HQ ARPC/DPSSA at (303) 676-6730; (800) 525-0102, Ext. 71388; or DSN 926-6730.

Retired members receiving pay

When they reach age 60, retirees should contact the closest military base to obtain a retired (blue) ID card for them (a former member would receive a DD Form 1173, tan card), and ID cards for eligible family members. Follow the instructions above for Reservists on tour of active duty.

TRICARE

The Defense Department's new regionally managed health care program with a uniform benefit and cost structure for service families is operational in the United States. Those eligible for TRICARE benefits can choose from three options:

☐ **TRICARE Prime:** Reservists are eligible if on active duty orders for more than 30 days. Reservist's family members are eligible if the member is on active duty orders for more than 179 days. This is a voluntary "HMO-type" option. Those opting TRICARE Prime enroll for a year at a time, and normally receive care from within the Prime network of civilian and military providers.

Covered services are like those of standard CHAMPUS, plus additional preventive and primary care services. For example, periodic physical exams are covered at no charge under TRICARE Prime, but are not covered under TRICARE Extra or TRICARE Standard (CHAMPUS). Prime also covers certain immunizations that are not a benefit under Extra or Standard.

Members have the option of choosing or being assigned a "primary care manager" who furnishes most care and manage all aspects of their case, including referrals to specialists. Active-duty families do not have to pay an annual enrollment fee. Others will, but there is no annual

deductible, and co-payments for services under TRICARE are considerably reduced. Also, members do not have to file claim forms when using network providers.

☐ **TRICARE Extra:** Reservist's family members are eligible if the member is on active duty orders for more than 30 days. In this option, members do not have to enroll or pay an annual fee. On a visit-by-visit basis, they seek care from a provider who's part of the TRICARE Extra network and get a discount on services and reduced cost-shares. Also, they do not have to file any claim forms when using network providers. Members can get a list of the TRICARE Extra providers by contacting the "health care finders" located in the various TRICARE service centers in your region or by calling the toll-free number established by the TRICARE contractor.

☐ **TRICARE Standard:** Reservist's family members are eligible if the member is on active duty orders for more than 30 days. This option is the same as the regular CHAMPUS program. It pays a share of the cost of covered health care services that members obtain from a non-network civilian health care provider. There is no enrollment in TRICARE Standard. They pay the normal CHAMPUS deductible for outpatient care and their costsharing percentages are the same as regular CHAMPUS.

More information is available at www.tricare.osd.mil.

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AIR RESERVE PERSONNEL CENTER

Entitlements

Air National Guard/Air Force Reserve

A participating ANG/reservist not on IDT, ADT, ADS or MPA mandays			
An ANG/reservist on UTA/IDT			
An ANG/reservist on AT, ADT, ADS, MPA mandays or EAD			
1. Clothing Sales Store (AFI 36-2914)	Yes	Yes	Yes
2. Commissary (DoD 1330.17-R) *	Yes	Yes	Yes
3. Dental services (AFI 41-115/AFH 41-114) *	Yes	Yes	Yes
4. Education services (AFI 36-2306) *	Yes	Yes	Yes
5. Exchange services (AFJI 34-210)	Yes	Yes	Yes
6. Family Services Program (AFI 36-3009)	Yes	None	None
7. Legal assistance (AFI 51-504)	Yes	Yes	None
8. Military Affiliate Radio (AFI 33-106)	Yes	Yes	Yes
9. Medical services (AFI 41-115/AFH 41-114) *	Yes	Yes	None
10. AF Services programs (AFI 34-262) *	Yes	Yes	Yes
11. Officer, NCO Open Mess (AFI 34-239/AFMAN 34-240) *	Yes	Yes	Yes
12. Packaged liquor store (AFJI 34-210)	Yes	Yes	Yes
13. Red Cross (AFI 36-3105) *	Yes	Yes	Yes
14. Space available travel (DoD 4515.13R) *	Yes	Yes	Yes
15. Base theater (AFJI 34-210)	Yes	Yes	Yes
16. Transient quarters (AFI 32-6005/AFI 34-246) *	Yes	Yes	Yes
17. Servicemembers' Group Life Insurance (AFI 36-3008)	Yes	Yes	Yes
18. Air Force Aid Society (AFI 36-3009)	Yes	None	None
19. Family Support Center (AFI 36-3009)	Yes	Yes	Yes
"Yes" indicates general entitlements			
*-See notes next page			

★ IDT - Inactive Duty Training; AT - Annual Tour; ADT - active duty training; ADS - active duty support; MPA - Military Personnel Appropriations.



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Entitlements (cont.) Air National Guard/Air Force Reserve

NOTE: To simplify explanations, active duty status is annual tour, active duty training, active duty support, military personnel appropriations funded active duty tour, extended active duty, or active duty. Air National Guard and Air Force Reserve members may need to present an ID card and orders, Leave and Earnings Statement, AF Form 40a or letter of authorization, or other documentation when using the services or facilities. Duty status and, in some cases, length of tour, are primary or limiting factors in determining entitlements. This listing is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations and instructions referenced for complete guidance. The following notes should answer most questions.

Line 2 - **Commissary Sales Store** - Members of the Participating Reserve who have earned a good year toward retirement are issued a Commissary Privilege Card valid for 24 days of commissary use per year. Commissary privileges are also authorized during a period of active duty of any kind. Spouse or other authorized family members unaccompanied by member may use the commissary with proper military identification and CPC or orders.

Line 3 - **Dental services** - Dictated by space available for other than emergency care. ANG and USAFR members on IDT are only authorized emergency care. Selected Reserve members are eligible to enroll in the TRICARE Selected Reserve Dental Program, a Department of Defense basic cost-share dental insurance program. For further information members can call Humana Military Healthcare Services at (800) 211-3614.

Line 4 - **Education services** - ANG and Selected Reserve members are eligible for enrollment in correspondence courses and may also qualify for the Montgomery GI Bill. Extension Course Institute enrollment for individual mobilization augmentees is only through HQ ARPC/DPAT. Enlisted ANG and Selected Reserve

members may enroll in the Community College of the Air Force.

Line 9 - **Medical services** - Those not on EAD are only authorized treatment for injuries or illness occurring on duty or aggravated while performing duty.

Line 10 - **AF Services programs** - Include arts and crafts, bowling centers, child care centers, golf courses, services logistics support branch, libraries, outdoor recreation, sports, recreation centers, youth activities and recreation membership clubs. Reserve members are entitled to use all class "C" facilities on the same basis as active duty.

Line 11 - **Officer, NCO and airmen open mess** - ANG and USAFR members are eligible for membership unless denied for lack of facility space or other justifiable cause specified by the support group commander. Contact the local club for details.

Line 13 - **Red Cross** - On-base Red Cross offices are staffed to handle active duty members only. Reservists should normally use off-base Red Cross offices.

Line 14 - **Space-available travel** - ANG and USAFR members are restricted to flights in the continental United States, and to, from and within Alaska, Hawaii, Guam, Puerto Rico, Samoa and the Virgin Islands. *Exception:* Active ANG and USAFR members in a leave or pass status who are on active duty in an overseas area for any length of time are eligible for Space-A travel. Space-required travel can only be used if actually on orders and is not generally for travel to or from inactive duty training. It is only allowed if the member's commander authorizes the issuance of a DD Form 1610.

Line 16 - **Transient quarters** - Temporary Lodging Facilities and transient quarters are available to all ANG and USAFR members not in a duty status and their family members on a space-available basis.

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Retirement benefits Air National Guard/Air Force Reserve

Air Force Reserve Retiree before age 60		
Air Force Retiree (blue ID card)		
1. Retired pay (AF 236-3203)	Yes	None
2. Clothing Sales store (AFI 36-2914)	Yes	Yes
3. Commissary (DoD 1330.17-R) *	Yes	Yes
4. TRICARE Retiree Dental Program	#	#
5. Education services (AFI 36-2306)	Yes	None
6. Exchange services (AFJI 34-210)	Yes	Yes
7. Family Services program (AFI 36-3009)	Yes	None
8. Legal assistance (AFI 51-504)	Yes	None
9. Military Affiliate Radio (AFI 33-106)	Yes	Yes
10. Medical services (AFI 41-115) TRICARE (See Health Benefits Advisor) *	Yes	None
11. AF Services programs (AFI 34-262) *	Yes	Yes
12. Officer, NCO open mess (AFI 34-239/AFMAN 34-240) *	Yes	Yes
13. Packaged liquor store (AFJI 34-210)	Yes	Yes
14. Red Cross (AFI 36-3105) *	Yes	Yes
15. Veterans' Group Life Insurance (AFI 36-3008)	#	#
16. Space-available travel (DoD 4515.13R) *	Yes	Yes
17. Base theater (AFJI 34-210)	Yes	Yes
18. Transient quarters (AFI 32-6005/AFI 34-246) *	Yes	Yes
19. Air Force Aid Society (AFI 36-3009)	Yes	None
20. Family Support Center (AFI 36-3009)	Yes	Yes
"Yes" indicates general entitlements *-See notes on next page <div># - Individual's option</div>		



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Retirement benefits (cont.) Air National Guard/Air Force Reserve

NOTE: A reserve retiree is a member who is entitled to retired pay at age 60. Before age 60, a reserve retiree may be asked to present a Reserve Retirement Order, "Notification of Eligibility for Retired Pay at Age 60" letter or card to obtain benefits. A former spouse may be entitled to a portion of the member's retired pay depending on state law. The marriage must have lasted at least 10 years, and it must have overlapped a 10-year period during which the member earned creditable service for retirement. If a marriage to the member lasted for 20 years and overlapped a period when the member earned 20 years of creditable service for retired pay at age 60, the former spouse may be entitled to an ID card authorizing medical care, exchange and commissary privileges on the member's 60th birthday. The following listing is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations referenced for complete guidance. The following notes should answer most questions:

Line 3 - **Commissary Sales store** - Reserve members eligible for pay at age 60, but not yet 60, are issued a Commissary Privilege Card for use at the commissary 24 days per calendar year. Spouses or other authorized dependents unaccompanied by the member may use the commissary with proper military ID and their sponsor's CPC.

Line 10 - **Medical services** - No medical benefits are available before age 60.

Line 11- **AF Services programs** - Include arts and crafts, bowling centers, child care centers, golf courses, Services logistics support branch, libraries, outdoor recreation, sports, recreation centers, youth activities and recreation membership clubs. Reserve members are entitled to use all Services Class "C" facilities on the same basis as active duty.

Line 12 - **Officer and NCO open mess** - Members are eligible for membership unless denied for lack of facility space or other justifiable cause specified by the support group commander. Contact club for details.

Line 14 - **Red Cross** - On-base Red Cross offices are staffed to handle active duty members only. Retirees should normally use off-base Red Cross offices.

Line 16 - **Space available travel** - Reserve retirees before age 60 are restricted to flights in the continental United States, and to, from and within Alaska, Hawaii, Guam, Puerto Rico, Samoa and the Virgin Islands. Family members of Reserve retirees are not authorized to travel until member reaches age 60. At age 60 member and family members are eligible to travel to overseas locations.

Line 18 - **Transient quarters** - Temporary Lodging Facilities and transient quarters are available to all Air Force retirees and their family members on a space-available basis.

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Survivor Benefits Air National Guard/Air Force Reserve

A surviving spouse of a participating ANG/reservist with less than 20 years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays

A surviving spouse of a participating ANG/reservist with 20 or more years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays. Also included Retired Reservist entitled to retired pay at age 60 (letter of eligibility for retired pay at age 60)

Surviving spouse of an ANG/reservist who died while on unit training assembly or IDT, including travel to and from

Surviving spouse of an ANG/reservist who died on AT, ADS, MPA mandays, active duty regardless of purpose, including travel to and from (orders) or serving on AD (Title 10 USC) or ANG/AGR (Title 32 USC)

Surviving spouse of an Air Force retiree (retired Reserve drawing retired pay) (blue ID card)

1. Casualty assistance (AFI 36-3002)	Yes	Yes	Yes	Yes	Yes
2. Death gratuity payment (DoD Pay Manual, Part 8) *	None	Yes	Yes	None	None
3. Mortuary services (AFI 34-242) *	Yes	Yes	Yes	None	None
4. Arrears of pay (DoD Pay Manual, Part 8)	Yes	Yes	Yes	Yes	Yes
5. Servicemembers' Group Life Insurance (AFI 36-3008)	None	=	=	=	=
6. Survivor Benefit Plan (AFI 36-3006) *	+	+	None	None	None
7. Reserve Component Survivor Benefit Plan *	+	+	+	+	None
8. ID & privilege card (AFI(I) 36-3026)	Yes	Yes	Yes	Yes	None
9. Commissary (DoD 1330.17-R)	Yes	Yes	Yes	Yes	None
10. Exchange service & theater (AFJI 34-210)	Yes	Yes	Yes	Yes	None
11. Medical (AFI 41-115) TRICARE (see Health Benefits Advisor) *	Yes	Yes	Yes	Yes	None
12. AF Services programs (AFI 34-262) *	Yes	Yes	Yes	Yes	None
13. Officer, NCO & Airmen open mess (AFI 34-239/AFMAN 34-240) *	Yes	Yes	Yes	Yes	None

"Yes" indicates general entitlements
SGLI

* -See notes on next page

+ Benefits depend on RCSBP/SBP election
=Individual's option - Eligible to collect

if beneficiary; not eligible to be insured



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Survivor Benefits (cont.) Air National Guard/Air Force Reserve

NOTE: All benefits must be applied for or may be lost forever. In addition, they must be applied for within certain time limits. Family members should be advised to contact the member's unit as soon as possible for assistance. The Department of Veterans Affairs at (800) 827-1000 and Social Security Administration at (800) 772-1213 also need to be contacted. Duty status and, in some cases, length of tour, are primary or limiting factors in determining entitlements. This list is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations or other publications referenced for complete guidance. To simplify the chart, it only shows the surviving spouse as eligible for benefits. However, children and, in some cases, dependent parents and parents-in-law may be eligible for benefits. The following notes should answer most questions:

Line 2 - **Death gratuity** - Payment is \$6,000. Death gratuity may be paid to the surviving spouse of a member who dies of a service-connected cause within 120 days of release from active duty.

Line 3 - **Mortuary services** - Transportation of the remains of a retiree who dies while properly admitted to a military medical facility may be paid by the Air Force within certain limitations.

Line 6 - **Survivor Benefit Plan** - Member on extended active duty or Air National Guard-Active Guard and Reserve, USC Title 32 must have more than 20 years active duty for benefit to be payable. Retiree must have elected coverage. The annuity may be offset by DIC and Social Security.

Line 7 - **Reserve Component Survivor Benefit Plan** - Should the member die after completing the requirements for retired pay at age 60, but before making an election under RCSBP during the 90-day response period, their survivors would be entitled to an annuity. Otherwise, benefit depends on election made by member.

Line 11 - **Medical care** and **TRICARE** are available when the member would have been age 60.

Line 12 - **AF Services programs** - Includes arts and crafts, bowling alleys, child care centers, golf courses, Services supply, libraries, recreation center and youth activities. The support group commander determines the priority use of Services facilities based on the requirements of assigned personnel.

Line 13 - **Officer, NCO and airmen open mess** - Surviving spouse is eligible for honorary membership as determined by support group commander.

FACT SHEET



AIR RESERVE PERSONNEL CENTER

Survivor Benefits (cont.)

A surviving spouse of a participating ANG/Reservist with less than 20 years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays					
A surviving spouse of a participating ANG/Reservist with 20 or more years of satisfactory service who died while not on IDT, AT, ADS or MPA mandays. Also includes retired Reservist entitled to retired pay at age 60 (letter of eligibility for retired pay at age 60)					
Surviving spouse of an ANG/Reservist who died while on unit training assembly or IDT, including travel to and from					
Surviving spouse of an ANG/Reservist who died on AT, ADS, MPA mandays, active duty regardless of purpose, including travel to and from (orders) or serving on AD (Title 10 USC) or ANG/AGR (Title 32 USC)					
Surviving spouse of an Air Force retiree (retired Reserve drawing retired pay) (blue ID card)					
14. Legal assistance (AFI 51-504)	Yes	Yes	Yes	Yes	None
15. Family Services Program (AFI 36-3009)	Yes	Yes	Yes	None	None
16. Shipment/storage of household goods (JTR Vol 1 M8350)	None	Yes	None	None	None
17. Dependent travel (AFI 24-101 Vol 1 & JTR Vol 1)	None	Yes	None	None	None
18. Claim for loss/destruction of personal property (AFI 51-502)	None	Yes	Yes	None	None
19. Air Force Aid Society (AFI 36-3109) *	Yes	Yes	None	None	None
20. Family Support Center (AFI 36-3009)	Yes	Yes	Yes	Yes	Yes
21. Dependency & indemnity compensation (VA 80-97-1) *	Yes	Yes	Yes	Yes	Yes
22. CHAMPVA (medical) (VA 80-97-1) *	None	None	None	Yes	Yes
23. Survivor's & Dependents' Education & Home Loans (VA 80-97-1) *	Yes	Yes	Yes	Yes	Yes
24. Burial benefits (VA 90-97-1) *	Yes	None	None	Yes	None
25. National cemetery (VA 80-97-1) *	Yes	Yes	Yes	Yes	None
26. Non-service connected death pension (VA 80-97-1) *	Yes	None	None	Yes	Yes
27. Social Security (SSA Pub #05-10035)	Yes	None	None	Yes	Yes
28. Civil service preference (Federal Personnel Manual) *	Yes	Yes	Yes	Yes	Yes
29. State benefits *	Yes	Yes	Yes	Yes	Yes
30. Air Force Village - officers *	Yes	Yes	Yes	+	None
31. AF Enlisted Widows Home Foundation *	Yes	Yes	Yes	+	None
32. U.S. Soldiers' and Airmen's Home, Washington, D.C.	Yes	Yes	Yes	Yes	None
"Yes" indicates general entitlements Election *-See notes next page					
+ Benefits depend on RCSBP					



FACT SHEET

AIR RESERVE PERSONNEL CENTER

Survivor Benefits (cont.)

NOTE: All benefits must be applied for or may be lost forever. In addition, they must be applied for within certain time limits. Family members should be advised to contact the member's unit as soon as possible for assistance. The Department of Veterans Affairs at (800) 827-1000 and Social Security Administration at (800) 772-1213 also need to be contacted. Duty status and, in some cases, length of tour, are primary or limiting factors in determining entitlements. This list is not meant to imply that all benefits and entitlements are immediate or total. Check the regulations or other publications referenced for complete guidance. To simplify the chart, it only shows the surviving spouse as eligible for benefits. However, children and, in some cases, dependent parents and parents-in-law may be eligible for benefits. The following notes should answer most questions:

Line 19 - **AFAS** - For financial assistance for surviving spouse - member must have been on active duty for more than 90 days (does not include ANG-AGR Title 32 members).

Line 21 - **DIC** - There is a monthly payment to the surviving spouse if the VA determines death to be service-connected.

Line 22 - **CHAMPVA** - May be eligible for medical benefits from the VA if death is service-connected as determined by VA.

Line 23 - **Survivor and Dependents Education and Home Loans** - May be eligible if death is service-connected as determined by the VA.

Line 24 - **Burial benefits** - Burial flag and headstone may be provided by the VA. A burial allowance and plot or interment allowance may be payable if member was entitled to VA pension or compensation at time of death. In addition, plot or interment allowance may

also be payable if member was a veteran of a war or discharged with service-connected disability.

Line 25 - **National cemetery** - Burial is available to the surviving spouse and dependent children of any deceased veteran of wartime or peacetime service who was discharged under conditions other than dishonorable. It is also available to the surviving spouse and dependent children of ANG/USAFR members who completed 20 satisfactory years of service.

Line 26 - **Non-service-connected death pension** - Payment is based on income of dependents. Member must have had 90 days wartime service before May 8, 1975.

Line 28 - **Civil service preference** - An unmarried surviving spouse may be authorized a 10-point veterans service preference for federal service employment, if the veteran served during a war; served during the period April 28, 1952, through July 1, 1955; or served in a campaign or expedition for which a campaign badge has been authorized.

Line 29 - **State benefits** - Check with state Veterans Affairs Office or local veterans organizations such as American Legion, Veterans of Foreign Wars or Disabled American Veterans.

Line 30 - **Air Force Village** - Surviving spouse must have dependent ID card with full privileges, be age 62, and meet other requirements. For additional information write to Director of Admissions-AFV, 4917 Ravenswood Drive, San Antonio TX 78227.

Line 31 - **Air Force Enlisted Widows Home Foundation** - Surviving spouse must have dependent ID card with full privileges, be age 55, and meet other requirements. For additional information write to AF EWHF, 571 Mooney Road, Fort Walton Beach FL, 32548-1859.